**Illinois State University/Office of the Provost
Full-Cost Recovery (FCR)
Eligibility and Approval Process for Degree Programs and Certificates**

The purpose of the Full-Cost Recovery Model is to provide academic units the ability to deliver courses to address the needs of a specific population of students who would not otherwise enroll at Illinois State University – without the need to contract with an outside agency.

**Eligibility**

* Students may not be currently enrolled, degree (certificate)-seeking Illinois State University students.
* Courses must follow the University’s approved Academic Calendar.
* Only students who are admitted to the approved degree (certificate) cohort program will be permitted to enroll in the courses.
* Definition of cohort: A cohort is a group of students who are admitted to a specific program; all students must begin the coursework at the same time and continually enroll in the program coursework each term. The cohort’s plan of study is preplanned and communicated to all students when they are admitted.

**Approval Process**

 **STEP 1:**

* If you are considering a NEW degree/certificate program OR considering offering a program/certificate in a NEW off-campus location your first step is to contact Dr. Ani Yazedjian, Associate Provost.
* The following materials must be submitted ***one year prior*** to student admittance into program/first course offering:
	+ - Application Cover Sheet (available to download on the FCR page of the Provost’s website)
		- Plan of Study
		- Number of students to be admitted into cohort or program each term.
		- Financial plan – utilizing Full-Cost Recovery Model. Please include all course/program expenses as allowed by FCR guidelines. This plan should also include a budget for all FCR Model funds that may be returned to the Department/School as a result of successful courses.
		- Courses *may not* be taught on campus.

		Application process should originate with the Department Chair/School Director. Application requires Chair/Director and Dean’s signatures and Provost/designee final approval.
* Even if course budget estimate appears to indicate that the courses will cover direct course expenses, approval of Full-Cost Recovery degree program application is not complete until Provost/Provost designee signs off.
* Provost will determine final approval. If approval is granted the Provost’s Office will notify you and schedule a follow-up planning meeting.

 **STEP 2:** If approval is granted, individual course applications must be submitted at least six weeks prior to the start of the semester.

**Student Admission and Registration Process**

* All students must be admitted to the University and *to the degree (certificate) program* by submitting an application for admission using the University’s online application process.
* FCR courses must have a course enrollment maximum of ‘0’. Departments/Schools must give permits for students who are eligible to enroll.
* Once admitted, students will need to obtain an override from the Department/School and register themselves in the course during open registration times using the iCampus Portal. Students should check the Office of the Registrar website for registration periods.

**Guidelines**

**Instructor Salary**

* Reasonable and customary Non-Tenure Track rates should be used.
* The instructor salary amount is based on the replacement instruction costs unless the course is being offered during Summer Session. Tenure-Track faculty will be limited to only one course per academic year, excluding Summer Session. Tenure-Track faculty will not be eligible to earn overload for FCR courses.

**Return of Remaining Funds**

* The Department/School has the opportunity to receive ***up to*** 70% of remaining funds AFTER all direct expenses for the course have been paid. The following guidelines apply:
* If enough tuition is generated to cover the direct expenses of the course, up to 70% of the tuition generated will be transferred to the Department/School.
* If the tuition generated does not cover the course deficit the Department/School is responsible for the remaining balance.
* The transfer will be made AFTER the course has been completed.

**Online Courses**

FCR courses being delivered online should not exceed the course maximum of the same course that is taught face-to-face. If there is no course equivalent then an average of the department/school’s same level of course (200, 300 level etc.) should be used as the course maximum.

**Other**

A Department/School may choose to partner with an agency to provide assistance with marketing a course, communicating with students etc. Agency fees should be identified on the application and included in the direct course expenses. Agency fees will be paid after the semester is complete.