

**Illinois State University
Office of the Provost
Contract Courses – Grant-Related or Agency Paid**

Approval Process

- Course Application Covers and Budget Worksheets must be submitted to the Office of the Provost ***at least six weeks prior to the start of the semester (or Summer Session)*** that the course is to be offered.
- The application should originate with the Department Chair/School Director. The application requires Chair/Director and Dean approval and Provost/designee final approval.

Roles and Responsibilities

Overview of the roles and responsibilities of the chair/director or designee of academic department/school offering the Contract Course:

- Complete and submit the appropriate Contract Course Application materials with required Department/School and College signature to the Office of the Provost.
- If the course is affiliated with a grant, the grant PI and Chair/Director or Designee must work with Research and Sponsored Programs for the grant proposal process.
- If course is not affiliated with a grant but with an outside agency, the academic department/school must work with the contracting agency to determine course and contract details (including the course expenses such as faculty salary, misc. expenses and funds to the academic unit if appropriate). The faculty member/chair or director will work with the Provost's Office to develop a draft contract which must be approved by the University's General Counsel. After it is approved by General Counsel the contract will be sent to the agency for a signature and then returned to the Provost's Office for final approval.
- Communicate with prospective students about the Admission and Registration process.

Student Admission and Registration Process

- All students must be admitted to the University using the University's online application process. Undergraduate visiting students: <http://admissions.illinoisstate.edu/transfer/apply/visiting/> or a graduate student-at-large: <http://grad.illinoisstate.edu/>
- Students should apply as soon as they decide to enroll in the course to allow time for Admission/Registration processes.

Processing Fee

- A \$675 course processing fee is assessed each time a contract course is offered.