

**Illinois State University/Office of the Provost**  
**Full-Cost Recovery**  
**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.

### Eligibility

- Students may not be currently enrolled, degree (certificate)-seeking Illinois State University students.
- 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

- 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. Jim Jawahar, 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 identifying the start and end dates for the program.
  - Number of students to be admitted into cohort or program each term and when - what semester(s).
  - 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 how FCR funds that may be returned to the Department/School as a result of successful courses will be used to provide ongoing support for the program.

The 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 the course budget estimates appear 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 approves it. Individual Course Applications and Budget Estimate Worksheets must be completed at least 6 weeks prior to the start of each semester.
- Provost will determine final approval. If approval is granted the Provost's Office will notify you and schedule a follow-up planning meeting.

### 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.
- Students who receive tuition waivers are not included in the total number of students enrolled for tuition calculation purposes.
- Departments/Schools must give permission for students to enroll in the FCR courses through Campus Solutions.
- Once admitted, students will enroll in the courses through My.IllinoisState.edu during the appropriate open registration periods. Check the Office of the Registrar website for registration dates.

## Guidelines

### Instructor Salary

- Reasonable and customary Non-Tenure Track rates should be used.
- The instructor salary amount is based on the replacement instruction costs (how much the NTT instructor is being paid to teach the course the TT is not teaching because they are teaching the FCR course) 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.

### 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.

### Other

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