

## Illinois State University - Office of the Provost Full-Cost Recovery (FCR) Courses

### Eligibility and Approval Process for Individual Courses

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

### Approval Process

- FCR 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.
- Even if course budget estimate appears to indicate that the course will cover direct course expenses, approval of FCR application is not complete until Provost/Provost designee signs off.
- The Provost/Provost's designee will determine final FCR course approvals. Approval may be dependent on total number of FCR course applications received from that department/school for that term.

### Student Admission and Registration Process

- For individual FCR courses, all students must be admitted to the University as an undergraduate visiting student <http://admissions.illinoisstate.edu/transfer/apply/visiting/> or a graduate student-at-large <http://grad.illinoisstate.edu/> by submitting an application for admission using the University's online application process.

Students should apply as soon as they decide to enroll in the course to allow time for Admission/Registration processes.

Preferred Admission Filing Period for Undergraduate Visiting Student/Graduate Student-at-Large:

- Summer/Fall term: September 1- January 1
- Spring term: April 1-August 1

Deadline for applications for any term is one-week prior to the first day of classes.

- FCR courses will require department/school consent to register. The department/school will be required to issue permission for students who are eligible to register.
- Once admitted, students will register themselves in the course during open registration times by visiting My.IllinoisState.edu. Students should check the Office of the Registrar website for registration periods.

## Direct Expenses

### *Instructor Salary*

- Reasonable and customary rates should be used. Salary is a direct expense and will influence the ability for the course to break even.
- If the FCR course will be taught by an tenure-track faculty member, the instructor salary amount is based on *the replacement instruction costs* (how much you will be paying a NTT faculty member to teach a course that the TT will not be 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.
- The time frame for the transfer of funds for course salaries are as follows:
  - Fall Courses- Beginning of October
  - Spring Courses- Middle of February
  - Summer Courses- Late May, or early July depending on course start date

### *Income Fund*

- 26% of tuition revenue is a direct expense to the Income Fund for OFF-campus/online courses.
- 45% of tuition revenue is a direct expense to the Income Fund for ON-campus courses.
- These funds are utilized by the University for various purposes including Employee benefits, utilities, etc.

**Processing Fee** - \$675 per course offering to the Provost's Office.

## 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 revenue (excludes mandatory fees) is generated to cover the direct expenses of the course, up to 70% of the remaining tuition generated will be transferred to the Department/School as temporary funds.
  - If the tuition generated **does not** cover all direct expenses for the course, the Department/School is responsible for the remaining balance.
  - The transfer will be made AFTER the course has been completed. The transfers will be made on the following schedule:
    - Fall Courses- Beginning of January
    - Spring Courses- End of May
    - Summer Courses- Middle of August
  - All funds will be transferred as *temporary* general revenue operating dollars into the contractual umbrella.