

March 1, 1995

ADMINISTRATIVE MEMORANDUM NO. 40

To: Vice Presidents, Deans, Directors, Department Chairs, and Other
Administrative Officials

From: Gordon H. Lamb, President

Subject: Educational Contracts

a. Development

- 1) Development of Proposals. The unit of work is the Educational Contract which normally is intended to support the off-campus offering of special instructional services at the site of the contractor. The faculty member or team will keep the Department Chair and Dean informed of contracts under discussion.
- 2) Program/Curricular Approval. The offering of credit requires that the specific course to be provided through the contract is in the approved curriculum. Appropriate tailoring of an existing course to meet a contractor's needs, or the use of "Title Varies" courses should provide the flexibility necessary. Where entirely new courses appear to be required to meet the needs of the contractors, those offerings would be subjected to the regular new course approval process before the contract could begin.

b. Approval/Management

- 1) Contract Review and Approval. The faculty member will prepare, with the assistance of the Office of Sponsored Programs, a proposed contract and budget for campus circulation following established grant and contract procedures. After approval on campus, the contract will be submitted to the contractor for signature. Particular attention will be paid to approval status of course(s) to be offered, and space requirements if the offering is to be on-campus.
- 2) Post-Award Procedures. The Provost will ensure notification of Admissions and Records staff of the award of a contract. Existing procedures for establishing the account, and reporting to the Department Chair and Dean, will be employed. The executed contract will be retained in the official file of record in the Business Office.
- 3) Admissions and Records Procedures. A Course Schedule Maintenance

Form must be completed and approved by the appropriate College Dean and the Provost and forwarded to the Office of Admissions and Records for computer processing at least one week prior to the beginning of the term. Courses will not be listed in the Schedule of Classes. The section capacity will be designated as zero. (Additional restrictions may be determined by contract.)

Students will register on the first day of the class meeting within the class, similar to students enrolling for extension classes.

- (a) All registrants not admitted to a degree program must complete an application for admission as a Student-at-Large to Northeastern Illinois University, regardless of their previous status at the University.
 - (b) Students who subsequently pursue a degree program must reapply and submit all appropriate required documents.
 - (c) All of the above forms will be returned prior to the 10th day reporting deadline to the Registrar to ensure grade reports at term's completion. Contract courses which begin during the semester, after the 10th day, will result in one term's delay in the issuance of grade reports.
 - (d) Once admitted, students would be enrolled, on site, as is done in extension courses.
 - (e) A list of enrolled students will be provided to the Business Office and Admissions and Records.
 - (f) Admissions and Records will assemble kits for instructors which will include registration materials and viewbooks.
- 4) Reporting. At the close of the project period, the faculty member will prepare any required narrative report.

- 2) Enrollment Ceilings. Since full costs are recovered, the addition of these classes outside the regular schedule should not affect enrollment ceiling computations.

d. Pricing Principles

- 1) Direct Costs. Full recovery of direct costs will be required. The exact salary of the faculty member providing the service will determine the personnel costs, and will permit precise budgeting of the contract and accurate transfer of funds internally. Support costs will be requested as required by the specific project.
- 2) Indirect Costs. An off-campus rate, will be applied uniformly to all contracts not performed on campus. In unusual cases where the course(s) is(are) offered on campus, full indirect costs will be assessed.
- 3) Contract Budget. The contractor will be offered a fixed price contract payable at execution or at the start of the contract. The line item budget will be for internal use and to establish the contract figure which will not be itemized in the contract.