



Extended Studies

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How to Set Up An Extended Studies Course

1. Create the course

- Discuss your idea with the Director of Extended Studies. This will provide an opportunity to brainstorm the course, ways to deliver it, scheduling and in some cases pricing of the course.
- Complete the New Course Proposal Form and return it to Extended Studies through an e mail attachment. The form can be found online at <http://www.western.edu/extendedstudies>
- The Instructor sets days and times the course will meet- can meet once a week, weekends, or evenings. It is best if the course starts a bit later than the fall and spring semesters, starting in mid-September or mid-February.

2. Course requirements

- Contact hours are 750 minutes for 1 credit for lecture type class; 1500 minutes for an activity type class. Courses must meet this minimum to be offered for college credit.
- Courses can be normal grading (A-F) or satisfactory/unsatisfactory
- Graduate courses must have additional course requirements above and beyond undergraduate requirements (i.e. additional paper, presentation, etc.)
- Courses can be offered for both undergraduate and graduate credit, as long as the graduate students have additional requirements

3. Approval Process

- Extended Studies will submit your course proposal, resume and transcripts to the appropriate credit-awarding Western department and/or graduate school
- The approval process takes 3-4 weeks for graduate level courses. You will be contacted to let you know the credit status of the course.

4. Employment

- An employment contract will be created by Extended Studies and mailed to you for your review and signature.
- Instructors must have completed the necessary paperwork with Human Resources (I-9, W-4, etc.) before a check can be issued.
- You will receive payment at the end of the month in which the course is completed. Since payroll must be processed by the 20th of the month, if you course is completed between the 20th and the end of the month, you payment will be processed the following month.

5. Fees

- Undergraduate credit is \$135 per credit. Graduate credit is \$135-\$150 per credit. Non-credit classes are generally \$80. These rates are somewhat driven by instructor wages, which are generally 40-45% of the fee, and the cost of contract graduate credit.
- Extended Studies pays the graduate institution the contract credit rate for graduate credits
- Additional fees (for instance lab, materials) must be included in your Course Proposal. Extended Studies will discuss these fees with you to determine the best way to market them.

6. Course logistics

- Extended Studies will create a Course Registration Number (CRN) for your course and enter all information in the college computer system
- Students can register in-person in Extended Studies or online.
- Add/drop deadlines are determined by the length of the course on a case by case basis. Withdrawal deadline is 2/3 of the way through the course. No refunds are given to withdrawals.
- A roster will be sent to you just prior to the beginning of your course, however, you can check your course enrollment online at <https://wcssb.western.edu/wsc/coursesearch.htm>
- Near the completion of the course, a grade roster will be sent to you which must be completed and returned to Extended Studies.

7. Marketing

- Extended Studies will promote your course through the course bulletin, ads and flyers around campus/town.
- Direct mailing will be done to targeted audiences based on the course
- Extended Studies will handle all inquiries, registration, collection of payments and processing of grades.