

ADMINISTRATIVE MEMORANDUM

SUBJECT Contracts with Community Colleges
to offer remedial instructions

NUMBER 325

DATE July 20, 1992

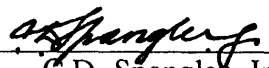
This memorandum provides guidelines concerning arrangements associated with contracts between your campus and a nearby community college to offer remedial instruction on your campus. Presently, some of the institutions within The University have entered into such contracts and others have been encouraged to do so whenever it improves the cost effectiveness or educational value of remedial coursework.

When courses are offered under such contracts the credit hours associated with them should be:

1. included in the community college FTE count but not in your campus FTE count for Regular Term Enrollment;
2. included in determining the student's courseload for purposes of establishing eligibility for financial aid at your institution;
3. excluded in determining the student's tuition charges at your institution except that you may act as fiscal agent for the community college in collecting its tuition and fee charges;
4. included in the student record at your institution and at the community college; and
5. included in the Freshmen Performance File and Student Data File collected by this office.

The cost of faculty and staff employed by the community college and the cost of student tuition and course fees that you may collect on behalf of the community college should not be included in expenditure data on remedial instruction that you report annually to the vice president for academic affairs.

Any questions concerning these guidelines should be referred to Hugh Buchanan or Gary Barnes.


C.D. Spangler, Jr.