

Memo: Contract Courses with Clemson's College of Education

From: Jeff C. Marshall, Associate Dean of Research and Graduate Programs

To: District Partners

In an effort to be more consistent in our approach and efforts, Clemson's College of Education would like to share the following that summarizes key policies in how we will operate our contract courses moving forward. The intent is to ensure that our students and district partners are provided the best support possible.

Attached is the most current version of the course authorization form that is used to establish a contract course with Clemson's College of Education. Please use this in place of any older versions you may have. **All contracts should be agreed upon and signed by the department chair at least three weeks before the start of the class** (please see the Academic Calendar for start and end dates for courses). This ensures that all students have time to apply as either a degree seeking student or a non-degree seeking student (12 hours or less) and complete any necessary paperwork.

The district will work with the program contact to ensure that a roster is available at least two weeks before the class starts. The program contact will work with Clemson Online to enroll all students in any contract classes. Since contract courses typically offer tuition at a reduced rate, students are enrolled in the class based on the roster provided by the district and the course authorization form contract agreed upon. **Note: students do not enroll themselves in any contract classes.**

All students must have verified legal presence, provide proper immunization documentation (for on campus classes), and have provided official transcripts (for degree-seeking students). Students will be notified numerous times about this, but they will not be able to register for a second class until this is provided. Non-compliance on the student's part can result in the student being blocked from future courses until corrected.

The district fiscal agent will work with Clemson Online (Angee Pearson) to ensure that all invoices are made in a timely manner. Invoices typically are sent out from Clemson after the second week of class during the academic year and after the first week of class during the summer. If unique billing issues need to be addressed (e.g., unique invoice needed due to a grant funding cycle), then please email Angee (cc: program contact) to ensure your needs are met.

As of Fall 2018, if Clemson is paying for the instructor, then the typical contract rate will be \$20,000 per contract for up to 20 students and \$1,000/student after that. For unique needs or variations, please contact the appropriate department chair directly. These rates are based on current tuition and expense projections and may vary in future semesters.