



Academic Year 2019-20 (Effective: August 19, 2019 through May 19, 2020)

CLASS Large-Enrolled Course Support

The following policy governs support for class sections of 3 or 4 units with large enrollments.

Funding levels

Tier 1: 60 to 89 seats enrolled

- \$600 in support from the College to the instructor of record for course assistants, the purchase of equipment or supplies, and/or scholarly travel.

Tier 2: 90 to 119 seats enrolled

- Either the assignment of additional 2 WTU to the instructor of record for the course or \$1,000 in support for course assistants, the purchase of equipment or supplies, **and/or** scholarly travel.

Chairs must notify the College of the instructor plans to use fund or 2 additional WTU.

Tier 3: 120 or more seats enrolled

- Assignment of additional 3 WTU total by the instructor of record for the course.

GUIDELINES FOR USE OF ADDITIONAL WTU & FUNDS

- Additional **WTU must be used in the academic year (AY) they are earned.** WTU earned in fall 2019 **can** be used in spring of the same AY (19/20), but WTU earned in spring 2020 **cannot** be used in fall of the following AY (20/21).
- Funds for assistants, equipment/supplies, or travel must be expended **no later** than Financial Services year-end deadline (mid to late May). Note all applicable University policies and state laws govern the expenditure of funds.

Notification

The College office will notify the Department Chair of sections that qualify for funding for course assistants, equipment/supplies, or travel (Tier 1 & 2) after the add/drop period during term the course is offered. For the assignment of additional WTU (Tier 2 & 3), the College office will notify Department Chairs of qualifying sections after 2nd pass enrollment during the semester prior to the course being offered.

Changes

This policy is subject to change at any time. Any changes will be announced via email or announcement to Department Chairs at the College Council of Chairs meetings.

Questions? Feel free to direct any questions regarding this policy to the Associate Dean for Faculty Affairs and Administration.