

CERTIFICATE IN COLLEGE TEACHING PROCEDURES FOR DEANS AND REGISTRARS

Student registration and grading process:

- Regardless of the campus location for the course, all students in Certificate in College Teaching courses register at Clark. All such courses are supported by Clark's Registrar's Office and Blackboard course Web site system.
- All students must pre-enroll through the Consortium (linked from <http://www.cowc.org/appprocess.htm>). All students pay for their courses at the pre-enrollment stage. Once the pre-enrollment process is complete, the student will be registered by the Clark registrar (see below). Students, faculty and staff from Consortium member institutions pay a reduced tuition rate of \$276 for calendar year 2007. Non-Consortium participants are charged \$415/credit in calendar year 2007.
- In addition to tuition, an administrative pre-enrollment fee of \$30 per student per semester is payable at the time of pre-enrollment. This \$30 fee is ultimately paid to Clark to cover the costs of registration processing.
 - Payment of both the administrative enrollment fee and tuition must be by credit card at the time of pre-enrollment. Students are responsible for arranging for reimbursement of part or all of tuition from their home institutions or employers, if applicable.
 - Information from the Consortium pre-enrollment form is emailed to the Clark registrar, who registers the student into Clark's Banner system.
 - If a student wishes to drop a course, s/he must do so by contacting the Clark registrar, Jane Reno (jreno@clarku.edu) within 2 working days after the first class meeting. That is, if the class meets on Thursday evening, the student must formally drop by the close of business on the following Monday. Withdrawal after the two-day deadline will result in a grade of W on the transcript. Failure to withdraw or to complete the course will result in a grade of F on the student's transcript.
- Clark students and faculty may apply to Associate Dean Judy Miller (judmiller@clarku.edu) for consideration for reimbursement of tuition and the pre-enrollment fee. For priority consideration, applications for reimbursement must be received 60 days in advance of the semester in which the course is offered.
- Once the student has registered and paid on the Certificate Web site, the following Clark fund transfers take place:
 - Graduate School initiates checks to graduate students receiving reimbursement. Graduate students who are awarded tuition reimbursement must submit a printed receipt for their pre-enrollment payment, and a printed copy of their course registration confirmation, to Denise Robertson before a check is initiated.
 - CETL initiates checks to faculty receiving reimbursement.
- After the two-day withdrawal deadline, CETL initiates an invoice to the Consortium for faculty salary reimbursement and registration fee (\$25 per student per semester).
- Drop/withdrawal policy:
 - If a student drops a course (by contacting the Clark registrar, Jane Reno [jreno@clarku.edu], within 2 working days after the first class meeting, s/he is eligible for a full refund of tuition. That is, if the class meets on Thursday evening, the student will receive a tuition refund if s/he formally drops by the close of business on the following Monday. Dropping a course within 2 days

results in no notation on the student transcript. The student should request a refund by contacting Susan Wyckoff [swyckoff@cowc.org].

- If a student withdraws from a course by contacting the Clark registrar, Jane Reno [jreno@clarku.edu] more than 2 working days but within 5 working days of the first class meeting, s/he is eligible for a 50% refund of tuition. Withdrawal results in a “W” grade on the Clark transcript. The student should request a refund by contacting Susan Wyckoff [swyckoff@cowc.org].
- Pre-enrollment fees are not refundable.
- Students who have received tuition reimbursement from Clark and who drop or withdraw from the course are required to reimburse Clark for the full amount of tuition and pre-enrollment fees they received.
- Instructors will grade all students on Clark’s letter grade +/- system. It is the students’ responsibility to request Clark transcripts of their Certificate courses.

Faculty hiring process (see Procedures for Faculty

[<http://www.cowc.org/CCTfacultyprocedures2007.pdf>] for more details):

- Twelve weeks before the beginning of the course, faculty member contacts Clark Registrar Jane Reno (jreno@clarku.edu) to arrange details of course schedule, room, enrollment limit, and whether instructor permission is required for registration.
- Eight weeks before the beginning of the course, faculty teaching the course contacts Associate Dean Judy Miller (judmiller@clarku.edu) to initiate the hiring process. Pay is \$2500 per credit hour. IDND30501 is 2 credits and typically has two faculty (\$2500 each). Other (1 credit) courses typically have one faculty (\$2500).
- Miller approves hiring. Miller sends a part-time contract letter to Joyce Smith, who procures the necessary signatures and mails the contract to the faculty member. The faculty member signs and returns the contract to Joyce.
- HR and Network Credentials: Assistant to the Provost (Deb Brenner) enters faculty members who are new to Clark into the Banner system. Brenner informs Cheryl Elwell (celwell@clarku.edu) of the new person’s contact information and the fact that they are a Certificate faculty member so Elwell can inform faculty member of establishment of faculty network accounts. Elwell delivers network credentials to the faculty member.
- Four weeks before the start of the course, faculty member requests Blackboard course site (if desired) through online request process (<https://www.clarku.edu/offices/its/eforms/BBRequest.cfm>). ITS team sets up Blackboard site.
- The instructor is responsible for initiating communication with Judy Miller (judmiller@clarku.edu) a week before the course is scheduled to begin to discuss possible cancellation if enrollment is marginal. Final go/no-go decisions are made on the day the class begins. If any course enrolls fewer than 8 students, the course may be cancelled. If IDND501 enrolls fewer than 13 students, one faculty member (decided in advance by the two faculty) will withdraw.