



**WKU**<sup>®</sup>

Winter Term

# WINTER TERM ANNUAL REPORT

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## 2019

[wku.edu/winter](http://wku.edu/winter)

**#ClimbWithUs**



**WINTER TERM**

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winter.term@wku.edu  
**wku.edu/winter**

*A unit of WKU's Division of Extended Learning  
& Outreach (DELO)*

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# ABOUT

## WKU WINTER TERM

### MISSION

The Office of Winter Term supports the overall mission of Western Kentucky University by providing opportunities that will benefit both students and faculty. We work to maintain optimal enrollment during Winter Term as we extend access to lifelong learners. We address students' emerging needs in order to enhance student success at Western Kentucky University.

### DEFINITIONS

**Sections:** *courses may have multiple sections offered in the same term and each of the sections are counted*

**Enrollment:** *registration in course sections*

**Head count:** *students registered for more than one course are counted only once during the term*

**Course:** *courses are different by subject and course number. For example, a single course could encompass 3 sections for ENG 200 taught by 3 instructors*

### NOTES

The data in this report was extracted January 18, 2019. This was the last day of Winter Term 2019. We used this date as it compares to the dates of previous Winter Term. The actual census date for Winter Term was moved to the spring semester due to changes in financial aid regulations.

### ACKNOWLEDGMENTS

Many thanks go to the **Information Technology Division** for supplying the data on enrollments and student counts for this report.

**WKU Division of Extended Learning & Outreach**

Dr. Beth Laves, *Assoc. Vice President*

**Academic Outreach**

Laura Ricke, *Director*

**Office of Summer Sessions & Winter Term**

Alicia Spurlock, *Business Analyst & Coordinator for Summer/Winter Sessions*

# WINTER

## AT A GLANCE

### CALENDAR

- October 15**  
Winter registration began
- December 6**  
Tuition bills sent to students
- January 2**  
Winter classes began
- January 18**  
Winter final exams
- January 21**  
University closed (MLK day)
- January 22**  
Spring semester began

### TUITION AND FEE SCHEDULE

	<i>Per Credit Hour</i>
<b>UNDERGRADUATE</b>	
Resident	\$442
Non-Resident	\$1,104
Online	\$530
TIP	\$573
<b>GRADUATE</b>	
Resident	\$607
Non-Resident (Domestic)	\$899
Non-Resident (International)	\$962
Online	\$707

### WINTER HOUSING OPTIONS

- Bemis Lawrence
- Barnes Campbell
- Bates Runner
- Northeast

### HOUSING COSTS

*Double Room (living with a roommate):*  
\$135 per week

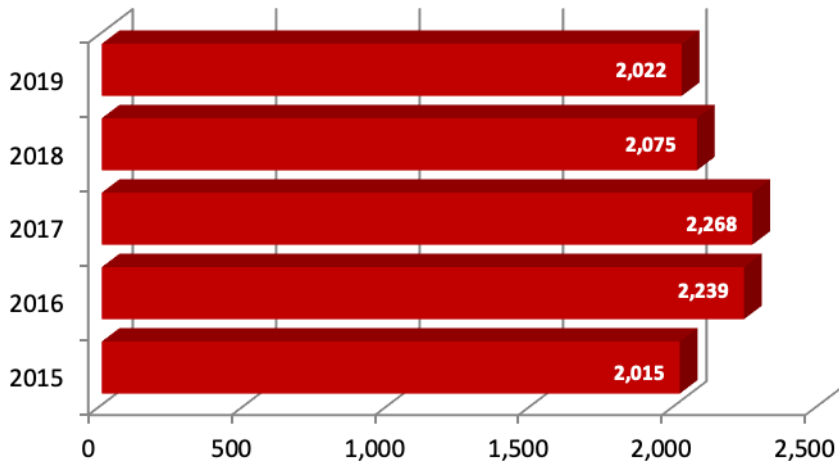
*Private Room:*  
\$202 per week

### STUDENT COURSE LOAD

Winter Term course load is restricted to a maximum of four (4) semester hours.

# WINTER 2019 HIGHLIGHTS

**STUDENT HEAD COUNT COMPARISON**



*WKU experienced a decrease in first-time first-year students once again in Fall 2018. As these students matriculated, the number of upperclassmen at WKU has decreased.*

WKU experienced a decrease in first-time first-year students once again in Fall 2018. As these students matriculated, the number of upperclassmen at WKU has decreased. WKU Winter Term experienced a 6% decrease in the number of Juniors and Seniors taking Winter Term classes. Overall, undergraduate student count was down 5.2% compared to 2018. There were 2,022 students that took Winter 2019 classes. This was an 2.6% decrease from Winter 2018. Course enrollment was 2,076, which was also down 3.2% from Winter 2018. The student credit hour production for 2019 was 6,030.00, a decrease from 2018 of 2.7%. Areas of growth for 2019 included non-degree seeking undergraduate students, and graduate students.

## **CAMPUS PARTICIPATION**

There were 247 sections of 205 courses offered at the Bowling Green, Owensboro, and Elizabethtown campuses, as well as online, through Study Abroad, and Study Away. The number of students taking Winter Term has grown 27.7% since 2006 when Winter Term began. All colleges participated in Winter Term 2019, including 203 faculty.



# STUDY AWAY 2019

There were 95 students that participated in domestic travel courses during Winter Term. There were 17 students that traveled to New York City to study Dance in New York. There were 11 students that traveled to the islands of Hawaii to for Geographic Exploration of Hawaii. Another 16 students traveled to Las Vegas, Nevada to study hospitality. Another 28 students traveled to New York city to study Theatre and Broadway. There were 16 students that traveled to Park City, Utah for Sundance Film Festival Experience. Finally, 7 students studied Public Folklore Practice and Policy and will travel to Washington, D.C. over Spring Break due to the government shut down in January.



# STUDY ABROAD 2019

There were 74 students that studied abroad during Winter Term 2019. The study abroad participation decreased 54% over Winter Term 2018.

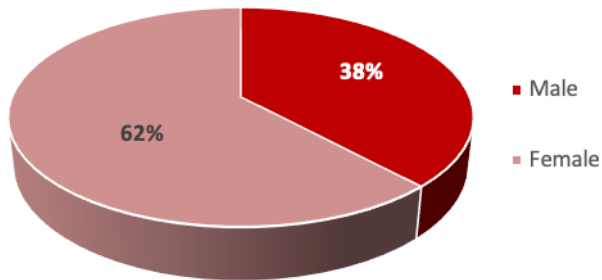
- 47 through WKU Faculty-led programs
- 4 through CCSA
- 14 through KIIS
- 9 through other providers

**Locations included:** Argentina, Costa Rica, Italy, Japan, Kenya, Mexico, Tanzania, Spain, and United Kingdom.

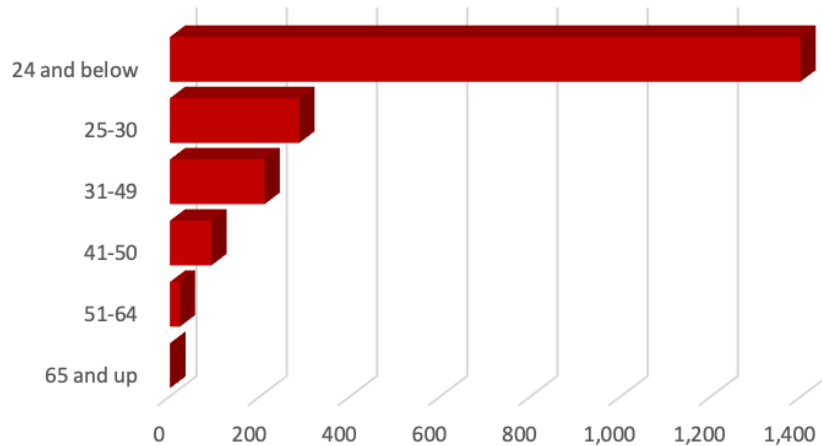


# STUDENT DEMOGRAPHIC PROFILE

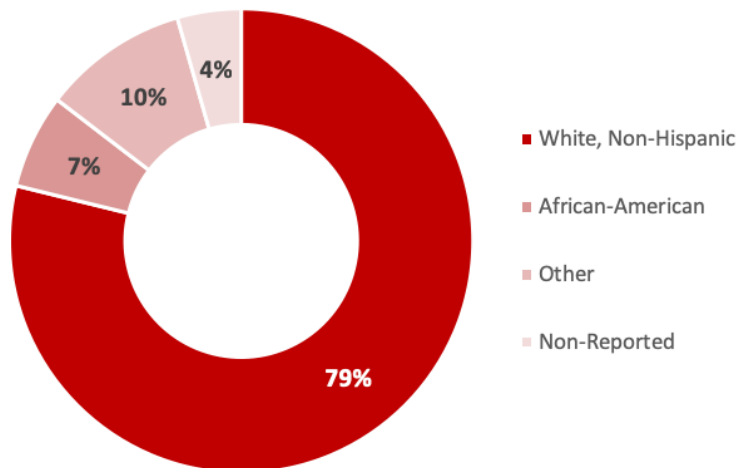
## Gender Demographics



## Age Demographics



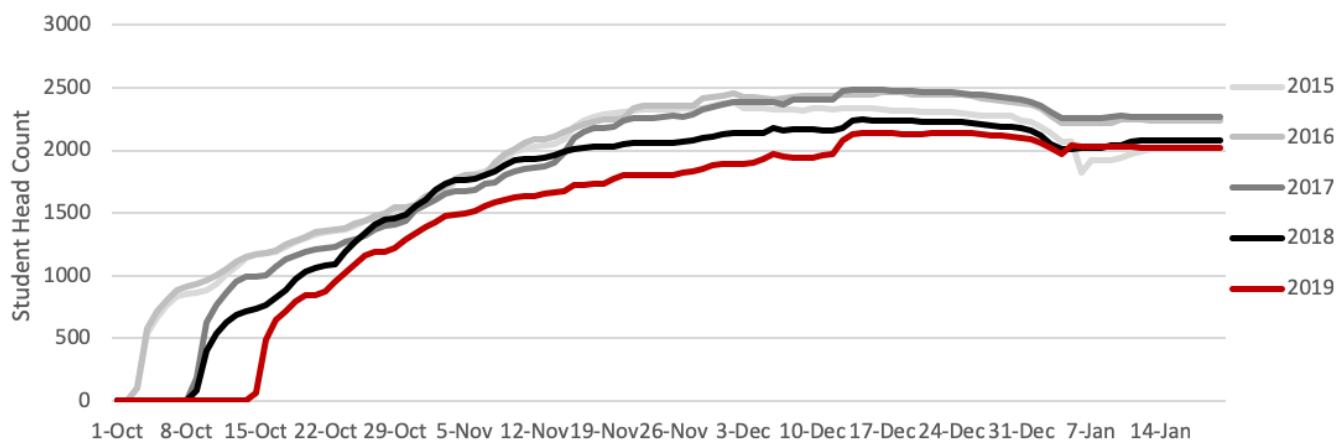
## Ethnicity Demographics





# ENROLLMENT TRENDS

Winter Term Student Head Count Trend



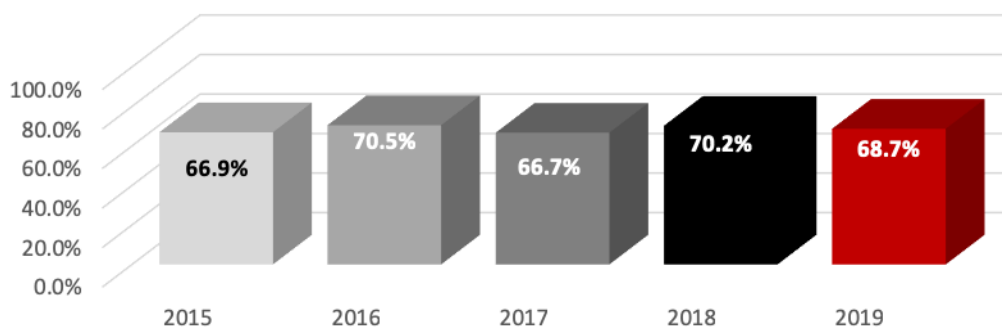
Winter Term registration began on October 15, 2018.

Alternate Delivery Methods

	2015			2016			2017			2018			2019		
	UG	GR	Total	UG	GR	Total	UG	GR	Total	UG	GR	Total	UG	GR	Total
Reg Campus	8	0	8	4	0	4	8	0	8	21	0	21	60	0	60
Evening	3	0	3	15	6	21	0	9	9	0	9	9	0	0	0
Weekend	6	29	35	0	27	27	0	20	20	0	0	0	0	0	0
Spec Loc	0	0	0	89	27	116	0	0	0	0	56	56	0	48	48
Study Abroad	136	18	154	105	7	112	238	10	248	280	8	288	69	5	74
Study Away	55	12	67	63	3	66	85	12	97	23	0	23	84	5	89
Web	1096	313	1409	1265	371	1636	1212	356	1568	1179	327	1506	1069	358	1427

\*Data collected 1/23/15, 1/22/16, 1/20/17, 1/19/18, and 1/18/19. The data come from Infoview Report: CRS SEC ENROLL by College

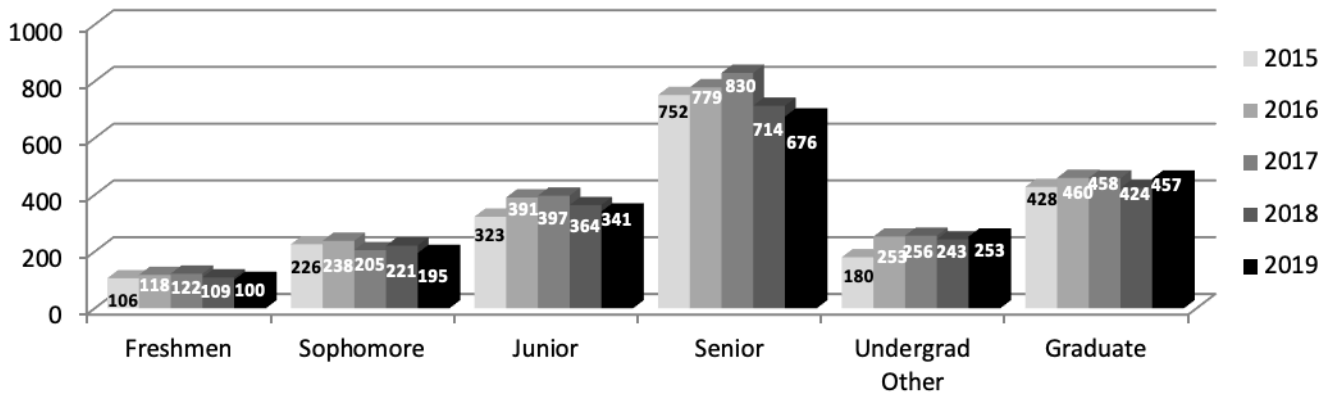
Online as a % of Total Enrollment



Online course enrollment represented over 68% of the overall Winter Term course enrollment in 2019.

# STUDENT TYPE COMPARISON

Winter Student Types



Data collected from Inview Report: CPE Enrollment Summary on 1/23/15, 1/22/16, 1/20/17, 1/19/18, and 1/18/19  
Undergrad other encompasses post-baccalaureate, non-degree seeking, high school, and Gatton Academy students.



	2015		2016		2017		2018		2019
FR-Freshmen	106	11.3%	118	3.4%	122	-10.7%	109	-8.3%	100
SO-Sophomore	226	5.3%	238	-13.9%	205	7.8%	221	-11.8%	195
JR-Junior	323	21.1%	391	1.5%	397	-8.3%	364	-6.3%	341
SR-Senior	752	3.6%	779	6.5%	830	-14.0%	714	-5.3%	676
P1-Post Baccalaureate Degree Seeking	34	-26.5%	25	-20.0%	20	80.0%	36	-30.6%	25
P2/3-Post Baccalaureate Certificate	0	N/A	3	0.0%	3	-100.0%	0	N/A	1
UN-Undergrad Non Degree Seeking	72	131.9%	167	-1.8%	164	-4.9%	156	19.2%	186
AJ-Academy Juniors	25	64.0%	41	29.3%	53	-24.5%	40	-7.5%	37
AS-Academy Seniors	49	-65.3%	17	-5.9%	16	-31.3%	11	-63.6%	4
<b>TOTAL UG</b>	<b>1,587</b>	12.1%	<b>1,779</b>	1.7%	<b>1,810</b>	-8.8%	<b>1,651</b>	-5.2%	<b>1,565</b>
MA-Master's Degree	295	14.2%	337	8.0%	364	-13.5%	315	14.6%	361
GS-Specialist Student	8	-25.0%	6	66.7%	10	10.0%	11	-27.3%	8
GN-Grad Non Degree Seeking	85	-1.2%	84	-28.6%	60	31.7%	79	-15.2%	67
R1-Rank I Student	8	12.5%	9	0.0%	9	-11.1%	8	37.5%	11
DR-Doctoral Student	32	-25.0%	24	-37.5%	15	-26.7%	11	-9.1%	10
<b>TOTAL GR</b>	<b>428</b>	7.5%	<b>460</b>	-0.4%	<b>458</b>	-7.4%	<b>424</b>	7.8%	<b>457</b>
<b>WKU TOTAL STUDENT HEADCOUNT</b>	<b>2,015</b>	11.1%	<b>2,239</b>	1.3%	<b>2,268</b>	-8.5%	<b>2,075</b>	-2.6%	<b>2,022</b>

Student Frequencies	2015	2016	2017	2018	2019
Students who took 1 course:	95.24%	95.44%	97.28%	95.94%	96.49%
Students who took 2 courses:	4.02%	4.52%	2.72%	3.96%	3.51%
Students who took 3 courses:	0.74%	0.04%	0.00%	0.10%	0.00%
<b>Overall Average Course/Student</b>	<b>1.05</b>	<b>1.04</b>	<b>1.04</b>	<b>1.03</b>	<b>1.03</b>



# WINTER

## DATA BY COLLEGE

COURSE ENROLLMENT					
College	2017		2018		2019
PCAL	581	-30.6%	403	31.3%	529
GFCB	350	-5.4%	331	-23.3%	254
CEBS	252	-21.0%	199	50.3%	299
CHHS	641	5.0%	673	-16.3%	563
UC	69	-27.5%	50	-100.0%	0
OCSE	458	6.8%	489	-11.9%	431
<b>Total</b>	<b>2,351</b>	<b>-8.8%</b>	<b>2,145</b>	<b>-3.2%</b>	<b>2,076</b>

OPEN SECTIONS					
College	2017		2018		2019
PCAL	74	-17.6%	61	11.5%	68
GFCB	29	-17.2%	24	-8.3%	22
CEBS	32	3.1%	33	24.2%	41
CHHS	73	-15.1%	62	-6.5%	58
UC	8	25.0%	10	-100.0%	0
OCSE	45	13.3%	51	13.7%	58
<b>Total</b>	<b>261</b>	<b>-7.7%</b>	<b>241</b>	<b>2.5%</b>	<b>247</b>

SECTIONS WITH ENROLLMENT					
College	2017		2018		2019
PCAL	68	-23.5%	52	26.9%	66
GFCB	28	-17.9%	23	-4.3%	22
CEBS	32	3.1%	33	24.2%	41
CHHS	70	-12.9%	61	-11.5%	54
UC	8	12.5%	9	-100.0%	0
OCSE	45	8.9%	49	16.3%	57
<b>Total</b>	<b>251</b>	<b>-9.6%</b>	<b>227</b>	<b>5.7%</b>	<b>240</b>

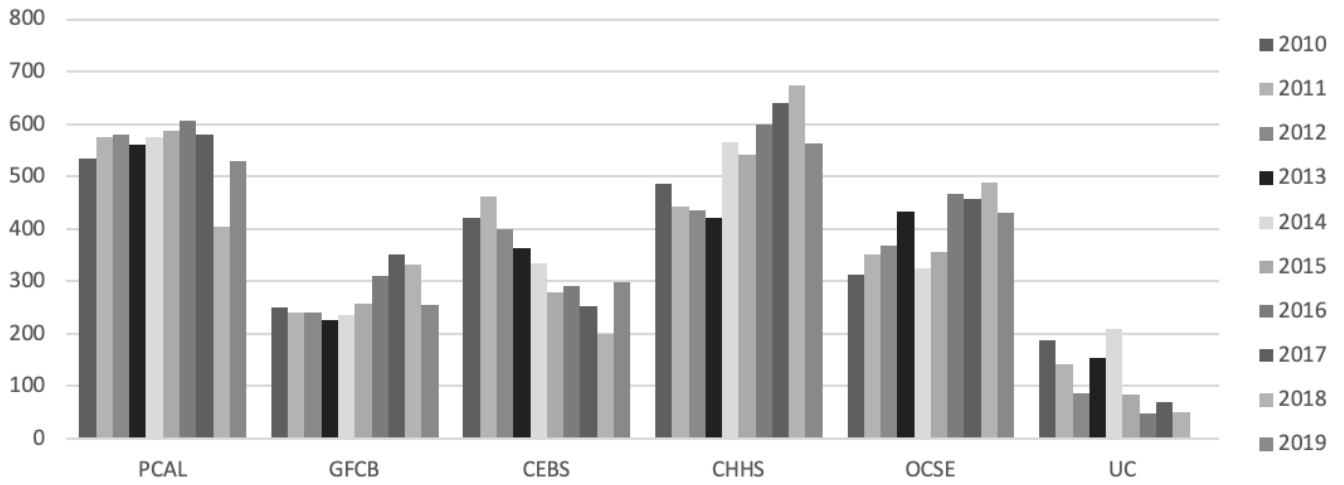
CREDIT HOURS BY COLLEGE					
College	2017		2018		2019
PCAL	1,743.00	-30.8%	1,207.00	30.8%	1,579.00
GFCB	1,050.00	-5.4%	993.00	-23.3%	762.00
CEBS	732.00	-20.6%	581.00	41.0%	819.00
CHHS	1,748.50	9.4%	1,913.00	-13.8%	1,649.00
UC	221.00	-30.3%	154.00	-100.0%	0.00
OCSE	1,228.00	9.9%	1,350.00	-9.6%	1,221.00
<b>Total</b>	<b>6,722.50</b>	<b>-7.8%</b>	<b>6,198.00</b>	<b>-2.7%</b>	<b>6,030.00</b>

Data collected 1/20/17, 1/19/18, and 1/18/19 from Infview Report: CRS SEC ENROLL by College.

Open Sections may have zero enrollment. This data includes all campuses, study abroad, and cohort courses.



### 10 Year Enrollment Trend by College



# FACULTY STIPEND DATA

Full-time faculty instructional pay rates remained the same as 2017 rates. The supplemental pay rate for a full-time faculty member was \$1,600 per credit hour or \$4,800 for a three-credit-hour class.

Part-time faculty rates, which increased in 2011, remained the same in 2019. The amount for a three-credit hour class in Winter Term for a part-time faculty member is as follows:

<b>Level 1</b>	\$1,692	<b>Level 3</b>	\$2,136
<b>Level 2</b>	\$1,840	<b>Level 4</b>	\$2,280

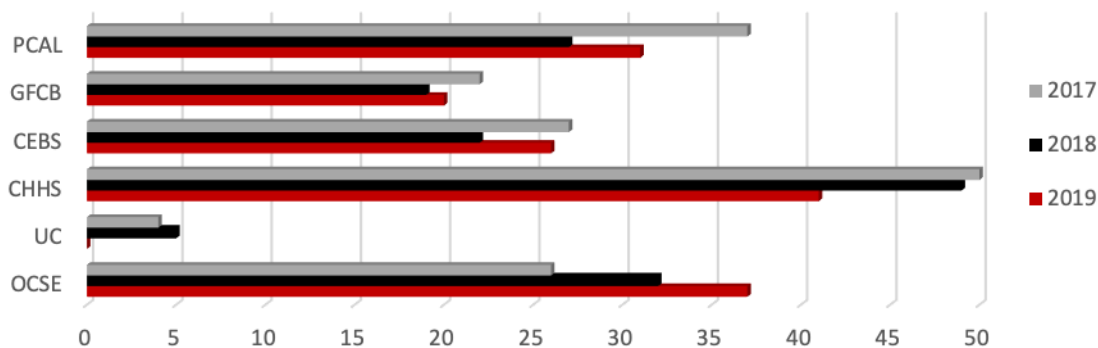
For Winter 2019, there were 43 stipends adjusted down due to low enrollment. The high enrollment incentive changed in 2017. Additional stipends were awarded to:

- Courses with 20 – 24 students, *an additional \$100 per credit hour*
- Courses with 25 – 29 students, *an additional \$200 per credit hour*
- Courses with 30 or more students, *an additional \$300 per credit hour*

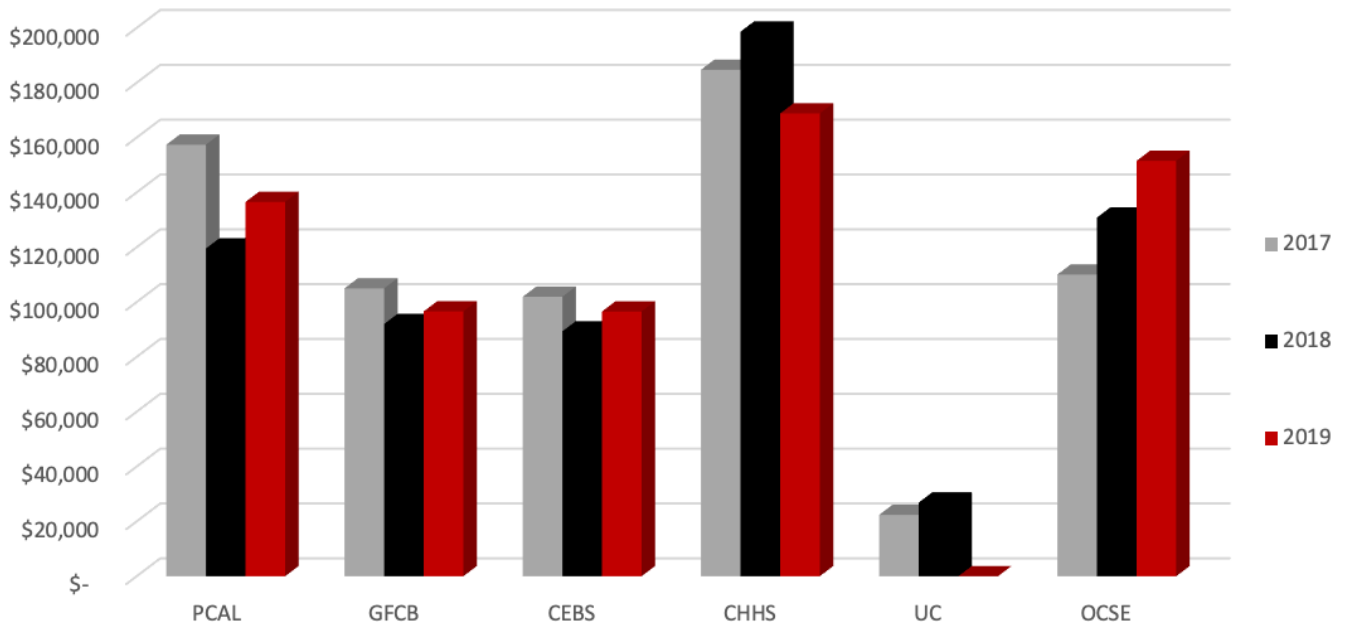
There were 14 instructors that received the additional compensation for a highly enrolled class.

Stipend data generated 1/18/19 and includes information from Regional Campuses and Cohort programs. Fringe benefits are NOT included in these amounts.

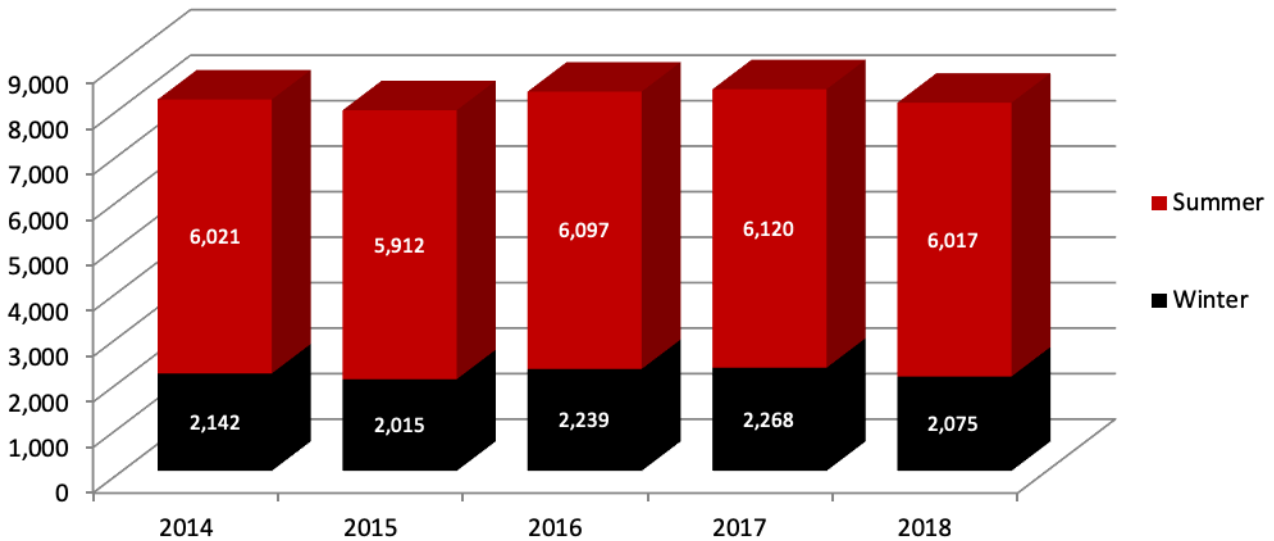
**Number of Stipends**



### Instructional Amounts by College



Many students are taking both summer and winter courses in order to graduate sooner. In fact, 47% of the winter 2018 students enrolled in a class in summer 2018.



# WINTER TUITION

## RATES AROUND KENTUCKY

### WKU Winter Term (January 2 - January 18)

UG Resident	\$442
UG Non-Resident	\$1,104
UG Online	\$530
GR Resident	\$607
GR Non-Resident	\$899
GR Online	\$707

### Murray State (December 10 - January 2)

UG Resident	\$378.50
UG Non-Resident	\$1,022.50
UG Online	\$378.50
GR Resident	\$544
GR Non-Resident	\$800
GR Online	\$644

### UK Winter Intersession (December 17 – January 8)

UG Resident (Lower Division)	\$490
UG Resident (Upper Division)	\$503
UG Non-Res (Lower Division)	\$1,189
UG Non-Res (Upper Division)	\$1,206
GR Resident	\$693
GR Non-Resident	\$1,708

### EKU (December 17 - January 11)

UG Resident	\$405
UG Non-Resident	\$405
UG Online	\$405
GR Resident	\$530
GR Non-Resident	\$530
GR Online	\$530

### NKU Winter Term (December 17 – January 8)

UG Resident	\$402
UG Non-Resident	\$804
UG Online	\$437
GR Resident	\$613
GR Non-Resident	\$943
GR Online	\$653

### Morehead State (December 10 – January 7)

UG Resident	\$365
UG Non-Resident	\$552
GR All	\$570



# WINTER 2019

## MARKETING

### TACTICS INCLUDED

- Booth at New Faculty Orientation
- Brochures in Learning Centers around campus
- Winter ads on campus digital screens
- Ads in College Heights Herald and online
- Banners around campus
- Registration Rallies around campus
- Mass emails to students
- Emails to advisors



**WKU WINTER TERM IS AN OPTIONAL 3 WEEK SESSION HELD JANUARY 2-18, 2019.**

**Why should you enroll in Winter Term?**

- Complete up to 4 credit hours in just 3 weeks\*
- Speed up progress toward your degree
- Catch up on a class you've dropped, missed, or need to repeat
- Complete a pre-requisite for a fall or spring course
- Reduce your regular semester course load
- Enjoy smaller class sizes
- Utilize housing...

### TUITION

How much does it cost?

#### UNDERGRADUATE

- Online \$530 per credit hour
- Kentucky Resident \$442 per credit hour
- Non-Resident \$1,104 per credit hour
- International \$1,131 per credit hour
- TIP \$573 per credit hour

#### GRADUATE

### CALENDAR

WKU Winter Term classes meet January 2 - 18, 2019

- October 15 Registration begins
- December 4 Bills emailed
- January 2 Winter classes begin - last day to register
- January 3 Tuition due
- January 21 University closed (MLK day)
- January 22 Spring semester begins

### REGISTER ONLINE

Log on to your TopNet account to register. There are no fees for Winter Term registration. Registration for Winter Term registration. Registration begins October 15, 2018!

**CLIMB WITH US**  
wku.edu/winter

**WINTER TERM REGISTRATION RALLY**

THURSDAY, OCTOBER 18  
11:00 a.m. - 2:00 p.m.  
Centennial Mall

**DONATE A CANNED GOOD - GET PIZZA & A T-SHIRT**

WKU 270.745.5011 | wku.edu/winter

**WKU Winter Term**  
**GIVE A CAN**  
*get a shirt*



Donate to the WKU Food Pantry!

Note: limit one shirt per person



### New strategy:

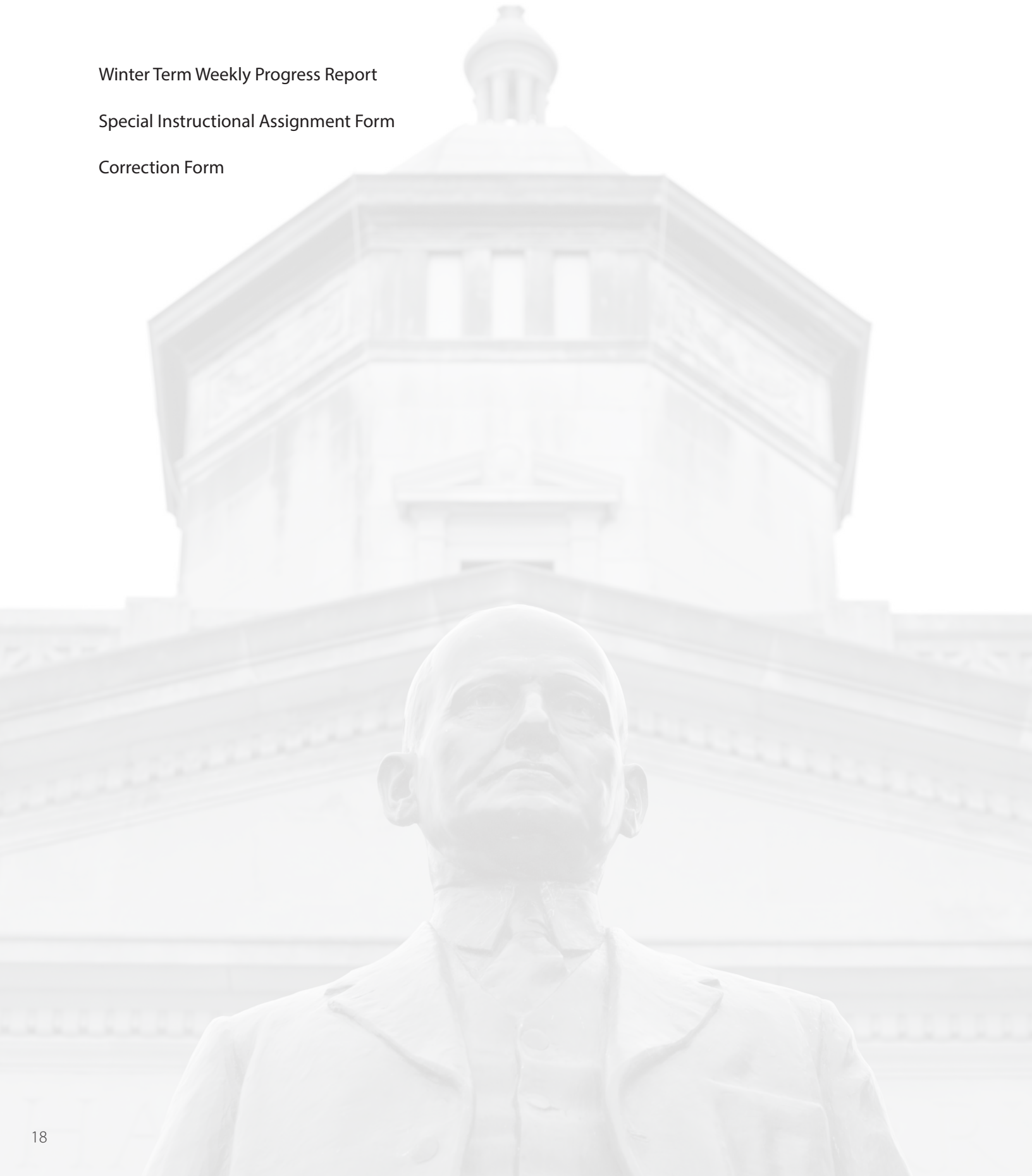
This year the registration rally doubled as a canned food drive for the campus food pantry.

# APPENDIX

Winter Term Weekly Progress Report

Special Instructional Assignment Form

Correction Form



# Winter 2019 Weekly Report

## Winter Term Enrollment, Head Count, and Credit Hour Summary

1/18/2019

College	Course Enrollments			Credit Hours		
	2018	2019	Difference	2018	2019	Difference
Potter College	403	529	31.3%	1,207.00	1,579.00	30.8%
College of Business	331	254	-23.3%	993.00	762.00	-23.3%
College of Education	200	299	49.5%	584.00	819.00	40.2%
College of Health & Human Services	674	563	-16.5%	1,916.00	1,649.00	-13.9%
University College	50	0	-100.0%	154.00	0.00	-100.0%
Ogden College	488	431	-11.7%	1,347.00	1,221.00	-9.4%
<b>Totals</b>	<b>2,146</b>	<b>2,076</b>	<b>-3.3%</b>	<b>6,201.00</b>	<b>6,030.00</b>	<b>-2.76%</b>

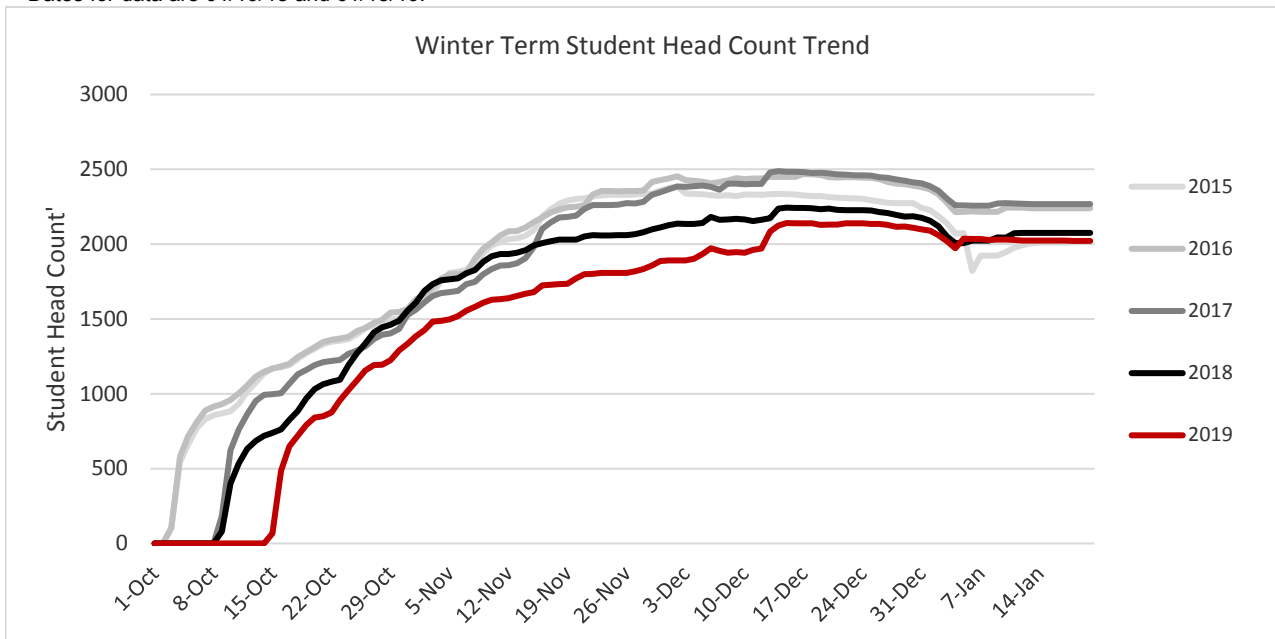
Student Profile Information	Course Enrollments			Credit Hours		
	2018	2019	Difference	2018	2019	Difference
Online	1,552	1,449	-6.6%	4,393.00	4,277.00	-2.6%
Study Abroad	288	160	-44.4%	864.00	478.00	-44.7%

Head Count by Student Type	2018		2019		Difference	
	Count	%	Count	%	Count	%
<b>UG</b>						
FRESHMEN	110	-9.1%	100		-10	
SOPHOMORES	221	-11.8%	195		-26	
JUNIORS	363	-6.1%	341		-22	
SENIORS	715	-5.5%	676		-39	
P1-POST BACCALAUREATE DEGREE SEEKING	35	-28.6%	25		-10	
P2-3	0	N/A	1		1	
UN-UNDERGRADUATE NON DEGREE SEEKING	156	17.9%	184		28	
HS	0	300.0%	2		2	
AJ-ACADEMY JUNIORS	40	-7.5%	37		-3	
AS-ACADEMY SENIORS	11	-63.6%	4		-7	
<b>UG Total</b>	<b>1,651</b>	<b>-5.2%</b>	<b>1,565</b>		<b>-86</b>	
<b>GR</b>						
MASTERS DEGREE	315	14.6%	361		46	
GS-SPECIALIST STUDENT	11	-27.3%	8		-3	
GN - GRADUATE NON DEGREE SEEKING	79	-15.2%	67		-12	
RANK 1	8	37.5%	11		3	
DOCTORAL STUDENT	11	-9.1%	10		-1	
<b>GR Total</b>	<b>424</b>	<b>7.8%</b>	<b>457</b>		<b>33</b>	
<b>Total Head Count</b>	<b>2,075</b>	<b>-2.55%</b>	<b>2,022</b>		<b>-53</b>	

\*These Student Type numbers are head count numbers, not course enrollments.

# Sections Offered by College	2018	2019	Difference	
Potter College	61	68	7	11.5%
College of Business	24	22	-2	-8.3%
College of Education	33	41	8	24.2%
College of Health & Human Services	62	58	-4	-6.5%
University College	10	0	-10	-100.0%
Ogden College	51	58	7	13.7%
<b>Total Sections</b>	<b>241</b>	<b>247</b>	<b>6</b>	<b>2.5%</b>

\*\*Dates for data are 01/19/18 and 01/18/19.



<b>Term:</b>		<b>Form Instance:</b>			<b>Prepared by (WKUID)</b>	<b>Date</b>
Pay ID	Amount	Index	Account	Campus Location	Name:	
					Phone:	



Office of the Provost and Vice-President for Academic Affairs

Terms of Employment for Special Instructional Assignments

**NOTE:** This form is to be completed for all PT Faculty Instructional Assignments and for FT Faculty Instructional Assignments for FT faculty teaching in summer. Do NOT complete this form unless a stipend is being paid for the assignment. Only **ONE Banner Index Number** can be reported on each individual form. Only **ONE Location** can be reported on each individual form. Only **ONE Part of Term** can be reported on each individual form.

Employee Information

WKUID	Employee Name				
Home Address	City	State	Zip Code		
Home Phone	Background Check Completed?			KTRS Retiree?	

Course Information

On which campus will the courses listed below be taught?

Which Term?  Part of Term

**NOTE:** If courses listed below are web-based or IVS, select the location from which the course is broadcast.

CRN	Course Subject, Number & Section	Prev. Taught	Calculated WorkLoad	Credit Hours	Part of Term	Web Class?	Level, Salary or Emeritus	Projected Stipend*
	Course Title:							
	Cohort or Dual Credit:		Campus:					
	Department:							
	<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.							
	Course Title:							
	Cohort or Dual Credit:		Campus:					
	Department:							
	<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.							
	Course Title:							
	Cohort or Dual Credit:		Campus:					
	Department:							
	<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.							
	Course Title:							
	Cohort or Dual Credit:		Campus:					

Department: _____	
<input type="checkbox"/> I certify that this employee has the credentials needed to teach this course.	
Banner Index from which the courses listed will be paid: <input type="text"/>	Adjustment to the amount paid: <input type="text"/>
<b>Explanation:</b> Make general comments in the space below and/or provide an explanation for any amount listed in the "Adjustment" field above:  <input type="text"/>	
Total amount paid for this Special Instructional Assignment:	
INSTRUCTORS: This is to certify my agreement to teach the classes(es) indicated above according to the conditions and expectations of Western Kentucky University. I understand that the class(es) may be held, at the University's discretion, on Main Campus, at the South Campus and/or Regional Campus sites or other designated locations.	
*I agree to teach this course with the understanding that my stipend will be set according to the enrollment based stipend schedule as determined by my college. If more students enroll by the last add date, I understand that my stipend may be increased. If fewer students enroll by the last add date than the required minimum set by my college, I understand my stipend may be pro-rated.	
DEPARTMENT HEADS: PLEASE READ and CERTIFY: I certify that the above named individual is fully qualified to teach the course(s) assigned. Enrollment must be at least <input type="text"/> for the course to be offered.	

### Terms of Employment


1. The instructor agrees to abide by the rules and policies of the academic unit and the University set forth in official publications or announced by the Dean's office or the Provost and Vice President for Academic Affairs.
2. The instructor affirms that he/she is fully qualified and prepared to teach the courses assigned and that all representations in his/her vita, resume, or credentials are accurate. Normally, University full-time staff members are permitted to teach only one 3 credit hour class per term. Instructors who are retirees from Kentucky Teachers Retirement System (KTRS) shall not be employed to teach more than 12 semester hours per fiscal year (July 1 - June 30). Questions about the 12 hour teaching limit for KTRS retirees should be directed to the retirement section in the Department of Human Resources.
3. The instructor agrees to meet each scheduled class at the time and place assigned by the Dean or Department Head and to administer the final course examinations and any required course evaluations as scheduled. In the event of an unavoidable absence, the instructor will notify the Department Head in time to arrange a substitute or to cancel the class. The instructor agrees to make arrangements with students so that work missed due to class cancellations may be made up.
4. For Part-Time Faculty: The instructor agrees to meet, as needed, before classes begin with the Department for orientation (including discussion of guidelines and syllabus preparation, selection and use of textbooks and materials, examination schedules, and specific requirements). Instructors shall not be employed to teach more than 12 semester hours at the undergraduate level or 6 hours at the graduate level (with the exception of KTRS retirees).
5. Students are to be provided a complete copy of the class syllabus, course requirements and basis for grading during the first week of classes, and to be given written notice of all subsequent changes in the syllabus, course requirements, and basis for grading. The instructor also agrees to post the syllabus on TopNet. The University reserves the right to terminate part or all of the agreement (i.e., one or more courses) at any time with prorated payment for classes already met by the instructor. Reasons for termination of this contract include, but are not limited to: insufficient enrollment, failure to adhere to academic unit and University policies, or unsatisfactory performance. An instructor may appeal employment termination or take grievances regarding unfair conditions to the Department Head for review. Such appeals or grievances are subject to final review by the Dean of the academic unit or his/her designee. In non-departmentalized colleges, the initial review shall be by the Dean with final review by the Provost and Vice President for Academic Affairs. This contract confers no credit toward tenure or any right of re-employment. This contract represents the entire agreement between the parties regarding this teaching assignment and supersedes all other understandings, written, or oral.

I understand that by addressing this eSignature form to another party affiliated with WKU and clicking the Send button, I am providing my electronic signature to this document.

### Enrollment Based Stipend Schedule

For courses with high enrollment (based on the second day of class), an additional stipend will be paid to the instructor.

- Courses with 20 to 24 students, an additional \$100 per credit hour.
- Courses with 25 to 29 students, an additional \$200 per credit hour.
- Courses with 30 or more students, an additional \$300 per credit hour.

<b>Term:</b>		<b>Part of Term:</b>			<b>Prepared by (WKUID)</b>	<b>Form #</b>
Pay ID	Amount	Index	Account	Campus Location	Name:	
					Phone:	Date:
					<b>Office of the Provost and Vice-President for Academic Affairs</b>	
<b>Terms of Employment for Special Instructional Assignments</b> <b>CORRECTION FORM</b> <i>(Use this form to cancel stipends or make any changes to stipends already submitted on an SIA form)</i>						

<b>Employee Information</b>			
WKUID	Employee Name		
Home Address	City	State	Zip Code
Home Phone	Email Address		

<b>Course Information</b>			
Which Term?	<input type="text"/>	Part of Term:	<input type="text"/>
Location:	<input type="text"/>	Banner Index:	<input type="text"/>
CRN:	<input type="text"/>	Calculated Workload:	
Credit Hours:			
In the space below, provide an explanation of the correction that needs to be made:			
<input style="width: 100%; height: 30px;" type="text"/>			

<h2>WKU eSignature Forms</h2>	
<a href="#">Main</a>   <a href="#">Saved Forms</a>   <a href="#">Sent Forms</a>   <a href="#">Sent Forms Archive</a>   <a href="#">Received Forms</a>   <a href="#">Received Forms Archive</a>   <a href="#">Email List</a>   <a href="#">Log Off</a>	
Send to email address	<input type="text"/> And <input type="text"/> <b>NOTE: Email addresses must include @wku.edu or @topper.wku.edu at the end.</b>
Comment	<input style="width: 100%; height: 30px;" type="text"/>
<input type="button" value="Send"/> <input type="button" value="Save"/>	





**(270) 745-2478 | [wku.edu/winter](http://wku.edu/winter) | [winter.term@wku.edu](mailto:winter.term@wku.edu)**