

May Term Study Tours

1. The tuition for the May term trips is the same as for other May term courses.
2. The travel grant provided to students going on the trips and registering for 3 credits of class will be an amount to make the net effective tuition cost \$1000 per student.
3. Faculty will be compensated according to the pay schedule for May term. Full-time faculty will earn \$3500 per 3 credit class. To receive this compensation:
 - a. There must be a minimum of 12 students who are credit seeking in the tour for each participating faculty member.
 - b. Only two faculty members will receive this compensation.
 - c. This must be the sole faculty compensation for the study tour besides the normal compensation of a free trip provided under the contract with the vendor.
4. If a study tour is offered for less than three credits, faculty pay will be adjusted and student tuition costs will be adjusted as well.
5. If the minimum enrollment is not met, faculty will be compensated at \$200 per student.
6. All contracts for the study tours must be approved and signed by the Chief Financial Officer of the College and the Vice President for Academic Affairs.
7. All curricular matters must be approved by the Curriculum Committee.

Timeline

8. The course of study is presented for review and approval to proceed to procurement of a contract by April 1.
9. Contracts from intended vendors are available for review by the VPAA and CFO by August 1.
10. Final contract details and terms are approved by August 21.
11. Marketing of the program to students begins after the contracts are signed and approved.
12. Sign-up and deposits required for the proposed tour are completed thirty days prior to the tour vendor's first deadline.