**[ ] Summer Session A**

**SUNY COLLEGE AT PLATTSBURGH** **[ ] Summer Session B**

**Special Session Appointment Information Form** **[ ] Summer Session C**

**[ ] Summer Other**

**[ ] Winter Session**

# Current Status

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |       | SUNY ID #: |       |
| Line #: |       | Budget Title: |       |
|  |  | Total FTE (p/t only): |       |

# Special Session Appointment

|  |  |  |
| --- | --- | --- |
| Account # | [ ]  960001-       (summer) | [ ]  Other       |
|  | [ ]  860054-       (winter) |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course # | Course Title | Prorated | Salary | Credit Hours | Final Enroll\* | Begin Date | End Date |
|       |       | Yes[ ]  No[ ]  | 0 |       |       |       |       |
|       |       | Yes[ ]  No[ ]  | 0 |       |       |       |       |
|       |       | Yes[ ]  No[ ]  | 0 |       |       |       |       |
| Non-Instructional |       |  | 0 |  |  |       |       |
|  |  | Totals  |  |  |  |  |  |

*\* Final Enrollment only required if salary will be prorated, if so, process on 2nd day of class.*

# Approval

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Date Vice President Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Date Human Resource Services Date

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **SUMMER** | **SUMMER** | **WINTER** | **WINTER** |
| **# stu** | **undergrad** | **graduate** | **undergrad** | **graduate** |
| 14 | $2900 | $2900 | $2900 | $2900 |
| 13 | $2610 | $2900 | $2900 | $2900 |
| 12 | $2320 | $2900 | $2900 | $2900 |
| 11 | $2030 | $2900 | $2900 | $2900 |
| 10 | $1740 | $2900 | $2900 | $2900 |
| 9 | $1450 | $2900 | $2610 | $2900 |
| 8 | $1160 | $2610 | $2320 | $2900 |
| 7 | $870 | $2320 | $2030 | $2610 |
| 6 | $580 | $2030 | $1740 | $2320 |
| 5 | $290 | $1740 | $1450 | $2030 |
| 4 | $290 | $1450 | $1160 | $1740 |
| 3 | $290 | $1160 | $870 | $1450 |
| 2 | $290 | $870 | $580 | $1160 |
| 1 | $290 | $580 | $290 | $870 |

 **# Credits FTE If Prorated, follow this salary chart**

|  |  |
| --- | --- |
| 1 | .03 |
| 2 | .06 |
| 3 | .10 |
| 4 | .13 |
| 5 | .16 |
| 6 | .20 |
| 7 | .23 |
|  8 | .26 |
| 9 | .30 |
| 10 | .33 |
| 11 | .36 |
| 12 | .40 |

distribution:

Payroll, Official Personnel File, Dean, Provost