



Online Distance Education Fee

Effective Date: May 13, 2019

Last Revision Date: February 12, 2019

1. PURPOSE

The purpose of this policy is to provide guidance regarding the assessment and approved uses of the online distance education fee.

2. RESPONSIBLE CAMPUS DIRECTOR

Controller
Dean of University College

3. DEFINITIONS

Online Distance Education Fee: fee assessed per credit for 100% online coursework.

100% Online Coursework: no part of the class will meet physically in person. The required class attendance is online only. There may be an 'optional' in person session, but it cannot be required attendance to be considered 100% online.

4. POLICY

Online Distance Education Fee Assessment

A \$50 fee per credit online distance education fee is assessed on all 100% online coursework. Fees apply for both resident and non-resident students. If there is a mandatory in person meeting(s), the course is not considered 100% online for the purpose of this fee. Standard University refund policies apply.

Assessment Exclusions

Collaborative programs offered in partnership with UW-Extension and certain cost recovery programs have approved tuition pricing which does not include charging the online distance education fee. Examples of such programs include: BS in Health & Wellness Management, BS in Applied Computing, MS in Data Science, and the MS Healthcare Administration.

Online Distance Education Fee Expenditures

The Online Distance Education Fee supports expenses in the following categories:

- Instructional design, instructor training, and media support.

- Technology and instructional resource support for students in online programs.
- Online extensions of student support.
- Online course administration and management, including expenses such as:
 - State authorizations and compliance with federal regulations,
 - Market research,
 - Program promotion,
 - Program and course development.

These services are performed at cost-recovery and not funded with state tax dollars. The Online Distance Education Fee is collected regardless of enrollment with a tuition plateau.

5. PROCEDURES

A. Approval to Authorize Expenditures

- a. Funds are budgeted for operational categories and budget administration for the Online Distance Education fee is granted to the Dean of University College.
- b. Internal grants may be authorized for instructional design or other support services directly related to online distance education.
- c. Internal grant funds will be designated in a separate department ID and managed by University College. Expenses for grant funds must be charged to the grant account and approved by the Budget Manager.

B. Procedure to Charge Expenditures

- a. Expenses must be directly charged to Online Distance Education Fee account with authorization from the Budget Manager. Reimbursement and budget transfers are not permitted.

6. POLICY HISTORY

Effective Date: 05/13/2019

Approved: 05/13/2019

Approved by: Vice Chancellor for Business Affairs

Provost and Vice Chancellor for Academic Affairs

7. SCHEDULED REVIEW

May 2024