

**POLICY ON DISTRIBUTION OF DISTANCE LEARNING FEE TO COLLEGES/SCHOOLS
FROM ONLINE COURSES THAT GENERATE FUNDABLE STUDENT CREDIT HOURS**

Effective Fall 2013

FOR FIU ONLINE 1.0 COURSES ONLY

I. Overview

Florida Statute 1009.24(17) (b) allows the university to charge a Distance Learning Fee for all online courses that generate fundable student credit hours. Up to 25% of the funds collected from this Distance Learning Fee have been set aside for Colleges/Schools to use to support their faculty who develop and deliver online courses that generate fundable student credit hours and to provide student support that is unique to such online courses. This policy describes how Colleges/Schools can request a distribution from the Distance Learning Fee collected from online courses that generate fundable student credit hours.

The guidelines for the permissible use of the Distance Learning Fee are based on the recommendation of FIU's Office of Internal Audit and are in accordance with Florida Statute 1009.24 (17) (b) which states that "the amount of the distance learning course fee may not exceed the additional cost of the services provided which are attributable to the development and delivery of the distance learning course."

The Distance Learning Fee to be charged beginning Fall 2013 is \$53.33 per credit hour. Each College/School is eligible to receive up to 25% of the Distance Learning Fee (\$13.33 per credit hour) collected from their online courses.

II. Expense Guidelines

Consistent with Florida Statutes and the Florida Distance Learning Task Force report, the following set of comprehensive guidelines for how Colleges/Schools can use the Distance Learning Fee will be implemented effective Fall 2013 (Classes Begin: August 26, 2013).

Each College/School's Distance Learning Fee annual Budget Request may include the following expenses:

1. Development, recording, and/or acquisition (licensing) of instructional content for online courses.
2. A faculty stipend for development of an online course up to \$3,000 per course.
3. Faculty training and development that is related to the design, development, and delivery of online courses.

4. Teaching assistants for online course sections over 50, on condition that teaching assistants are not provided in similar circumstances for face-to-face (FTF) classes.
5. Student support services that are only offered to online students.
6. Proctored exams.
7. Bonus of up to \$1,000 to faculty who successfully complete the Quality Matters certification process for their online courses.
8. Salary for administrative personnel whose sole responsibility is for the oversight, quality control, and management of the development and scheduling of online courses.

Note: No portion of salary for academic administrators or professional staff members that serve both students taking online courses and those taking face-to-face (FTF) courses can be paid by the distance learning fee.

III. Request Process

During the University budget period, FIU Online will provide to each College/School an estimate of the Distance Learning Fee revenues that they are eligible to receive. In order to receive funds from the Distance Learning Fee, each College/School must complete and submit a Distance Learning Fee – Academic Unit Budget Request Template to FIU Online, together with appropriate supporting documentation detailing their planned expenditures for the Distance Learning Fee for the fiscal year. As well as input this same request into Panthersoft by the University budget deadline. Budget revisions will be accepted up until May 31st of the fiscal year the request is intended for. Expenses contained within these requests must not exceed the Distance Learning Fee allocation estimate provided by FIU Online and must be in line with the expense categories described above. FIU Online will approve the annual Budget Request after consultation with the College/School as necessary.

Since Distance Learning Fee funds are for cost recovery only, if a College/School does not submit an annual Budget Request by the predetermined deadline they will not be eligible to receive Distance Learning Fee revenue disbursements for the year. Funds to pay for allowable expenses must be disbursed in the same fiscal year in which expenses are incurred. Eligible funds do not carry over fiscal years.

After the Spring semester's 25% drop date, FIU Online will notify each College/School of their eligibility to amend their original annual budget by submitting an additional Budget Request.

IV. Disbursement Process

Each semester, after the 25% Drop date, FIU Online will transfer Distance Learning Fee revenues to the College/School based on actual instances of enrollment in accordance with the approved annual Budget Request up to the amount that the College/School is eligible to receive. If an additional Budget Request is submitted, FIU Online will process the College/School's Spring Distance Learning Fee transfer once this request is approved.