

Distance Learning Course Fees

Guidelines and Procedures

Background

There has been statutory authorization for Distance Learning Fees since 2008. The original statute was importantly modified in 2009 with the requirement that:

The amount of the distance learning course fee may not exceed the additional costs of the service provided which are attributable to the development and delivery of the distance learning course. [F.S. 1009.24 (17)(b)].

Compliance with the statutory requirements has, by default, been delegated to the units responsible for course development and delivery. Recent reporting required by the Board of Governors revealed some confusion and inconsistencies in appropriate application for and use of the distance learning course fee. In order to alleviate this situation and assure compliance with the statutory requirements the following guidelines and procedures will become effective January 1, 2013.

Guidelines:

1. All requests for the Distance Learning Course Fee must pass the test of “additional costs of the service provided which are attributable to the development and delivery of the distance learning course.” In this respect:
 - a.) These are marginal costs at the course level, **not** the program level.
 - b.) These are costs for development and delivery, **not** for demand analysis and creation.
 - c.) The basic support costs for the students in such courses are paid through the tuition charge and other student fees.
2. All expenditures of Distance Learning Course Fees must be for the purposes associated with the listed object codes. (see attached) Any deviation must have written authorization by the Dean of the relevant college.
3. The following are examples of types of expenditures previously funded with DLCF that are not eligible for such funding:
 - 131.500 Engineering Services
 - 133.900 Other Advertising Services
 - 221.100 Cellular Telephones
 - 262.000 Travel- Out of state
 - 263.000 Foreign Travel
 - 350.000 Food Budgets
4. All salaries, benefits, and other personal services (including appointment of Teaching Assistants) must be appropriately allocated to the relevant course. Any allocative protocol must be based on an acceptable joint or common cost standard.
5. Development is generally an upfront cost. Any allocation beyond first presentation must represent an appropriate allocation of the useful life of the actual development.
6. Procedures for applying for a distance learning course fee are specified on the AP Teaching and Technology site <http://tnt.aa.ufl.edu/approval-process--distance-learning-fees.aspx> .