

POLICY MEMORANDUM

No. III-26

Distance Education – Educational Fees

Educational tuition and fee schedules for all credit programs and courses in which off-campus distance students are enrolled must be submitted through the offices of the Assistant Vice Chancellor for Global and Online Learning and the Provost, for approval by the Chancellor.

Approved fees for the above programs and courses are posted on the Distance and Continuing Education web site. Academic departments must communicate and use only these approved rates for students enrolled in such programs and courses and are not permitted to allow different tuition or fee rates to be applied.

On-campus students desiring access to the above courses and the associated archived lectures may enroll in the distance sections of such courses; however, *they must pay the approved off-campus distance rates*. Departments are required to monitor their class rosters to insure that all students receiving credit are enrolled in the proper section for billing purposes and process appropriate section change or drop forms to correct official records.

EFFECTIVE DATE:	Immediately
RESPONSIBILITY:	Provost and Assistant Vice Chancellor for Global and Online Learning
BASIS:	Board of Curators meeting minutes, 11-21-2002 with regard to fee structure for off-campus students and Collected Rule 230.060 related to eLearning and Special Program Tuition and Fees as revised at the April 11, 2014 Board meeting.



Cheryl B. Schrader, Ph.D.
Chancellor

Considerations for Policy III-26 Exceptions

August 11, 2014

1. Extenuating circumstances on the part of either faculty or students. For example, on-campus students with significant medical issues and enrolled in the course could be granted access to the distance lectures for a limited time until the issue is cleared. On occasion, faculty may need to be away from campus for a short period and wish to pre or post record a class and provide access to this material to both distance and on-campus students.
2. MSU undergraduate students will be exempt from this policy and allowed to view live or archived classes transmitted via the internet from S&T instructors located in Rolla or other sites outside of Springfield. This exemption applies only to the MSU undergraduate degree seeking students living and enrolled in the Springfield area and these students will be allowed to pay local campus rates.
3. Rolla on-campus students enrolled in a classroom-based course being taught by Rolla campus based faculty and transmitted to MSU will be required to physically attend the live lecture in Rolla. If these students wish to access either the live or archived lectures via the internet instead of attending class, they must enroll as distance students and pay the corresponding distance rate.
4. Rolla on-campus students enrolled in a class being taught by adjunct faculty based outside Rolla, including those taught by MSU faculty based in Springfield, will be required to view the class live in a designated Rolla classroom. Viewing at any other location will require enrollment as a distance student and payment of the corresponding distance fees. However, such students will be granted an exemption and allowed access to the archived lectures for later viewing if technical difficulties create issues with the live broadcast or the faculty member must pre or post record their lecture thus eliminating the possibility of live interaction with the students.