

# MizzouOnline

## Operations Guide

### Distance Program

The Higher Learning Commission (HLC) defines distance delivered programs as those in which 50% or more of the required courses may be taken as distance delivered courses (75% + of instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and students physically separated from each other). MU expands the HLC definition to include programs delivered in nontraditional or atypical formats to reach working professionals. This includes programs such as the hybrid executive MBA; Initial Principal Certification, M.Ed; School and District Leadership, Ed.S; and MO State Superintendent /Central Office Certification.

All MU distance programs are coordinated through Mizzou Online.

### Distance Students

- Any student admitted to or enrolled in a distance program will be considered a distance student regardless of the student's geographical location (Columbia, St. Louis, Hawaii, Taiwan). Admissions applications enable students to indicate their intention to enroll in a distance program.
- Post-bac and nondegree-seeking students enrolled only in online classes will be distance students. When the post-bac or nondegree seeking student is admitted to a degree or certificate program, the student will be designated as campus or distance to correspond with the program's designation.
- Students from other UM System campuses (UMSL, MS&T, UMKC) admitted through cross enrollment (UMX plan) will be coded with the DIST student group.
- Distance students must maintain 51% of SCH in distance/online classes each semester. Any class with a MZON location code will count as distance regardless of instruction mode. Any class with an instruction mode of 'elearning' (EL) or 'online' (OL) will count as online regardless of the location code.
- Students who for two consecutive semesters fail to maintain 51% will be flagged for investigation and possible change in designation. SIS and Mizzou Online Student Services will monitor enrollment patterns. Summer terms will not be considered in the 51% calculations.
- A student admitted to both a campus and a distance program will have the designation of the primary program. A degree program trumps certificate or any nondegree program. A doctoral program trumps a masters program.
- Any distance student enrolled in a class with an instruction mode other than 'online' (OL) or 'elearning' (EL) must meet immunization requirements.

### Implications for tuition and fees:

Distance students are assessed as such regardless of the class enrolled in (location code, instruction mode). Campus students are assessed as such regardless of the class enrolled in (location code, instruction mode). This assessment model also applies to semester-based and self-paced formats. Undergraduate degree-seeking distance students will pay a one-

time enrollment fee (currently \$150) that is half of the amount charged campus students.

### **Undergraduate**

- Distance students are not charged campus fees (e.g. Activity, Rec).
- Undergraduate nonresident distance students will pay an undergraduate nonresident fee for distance classes of \$83.40 per credit hour in addition to undergraduate tuition (\$299). If a nonresident distance student enrolls in a class with an instruction mode other than EL or OL, the student will be charged the nonresident rate (\$899.70) rather than the distance rate.
- If the distance program has a differential fee, nonresident distance students will pay the distance fee plus the differential fee.

### **Graduate**

- Distance students are not charged campus fees (e.g. Activity, Rec).
- Graduate distance students are assessed in-state tuition for all classes.

### **Revenue Share**

Revenue will be shared for distance student generated tuition in any class regardless of location (Mizzou Online or Campus).

- Semester-based classes: 60% Academic Unit / 19% Mizzou Online / 21% Provost (60/19/21) distribution of base tuition from distance student enrollments. Revenue Share funds are transferred as follows: Summer term, October; Fall term, February; and Spring term, June.
  - In Fall and Spring terms, only tuition revenue generated through enrollments of distance students will be revenue shared.
  - In Summer terms, tuition revenue will be shared for distance and campus student enrollments in undergraduate sections delivered through Mizzou Online. Tuition revenue will be shared for distance student enrollments in graduate sections delivered through Mizzou Online.
- Self-paced classes: 60/19/21 of operating margin will be shared for distance student enrollments. Revenue Share funds will be transferred at the beginning of the next fiscal year.
  - In Fall and Spring terms, only tuition revenue generated through enrollments of distance students will be revenue shared.
  - In Summer terms, tuition revenue will be shared for distance and campus student enrollments in undergraduate sections delivered through Mizzou Online. Tuition revenue will be shared for distance student enrollments in graduate sections delivered through Mizzou Online.

### **Differential Fees**

Differential fees (higher tuition) have been approved by the Provost for some distance programs. This fee is attached to the Mizzou Online (MZON) section. The academic unit receives 100% of differential fees. All students in the MZON section, whether campus or distance, will be assessed the differential fee in addition to the base tuition rate.

**Note.** The Mizzou Online Operations Guide was developed with input and support from the Vice Provost of Undergraduate Studies and eLearning, Vice Provost for Advanced Studies and Dean of The Graduate School, Vice Chancellor for Enrollment Management, Director of Enrollment Management Support Services, Director of Admissions, Director of Financial

Aid, Vice Chancellor of Student Affairs, University Registrar, Cashiers Office, Director of Budget and several academic units.

Revenue Share flowchart on next page.

**Tuition & Fees**

Do not pay campus fees (e.g. Activity, Rec). May opt to pay fees for access to services.

UG students are assessed tuition based on residency. Nonresidents pay in-state tuition plus \$83.40 per credit hour. A nonres who enrolls in a class with an instruction mode other than EL or OL will be assessed nonres tuition.

If the distance program has a differential fee, UG nonresident distance students will pay the distance rate plus the differential fee.

Graduate distance students are assessed in-state tuition for all MZON sections.

UG and GR students enrolled in a MZON section with a differential fee will be assessed the fee.

# Mizzou Online Operations Guide

## Flow Chart

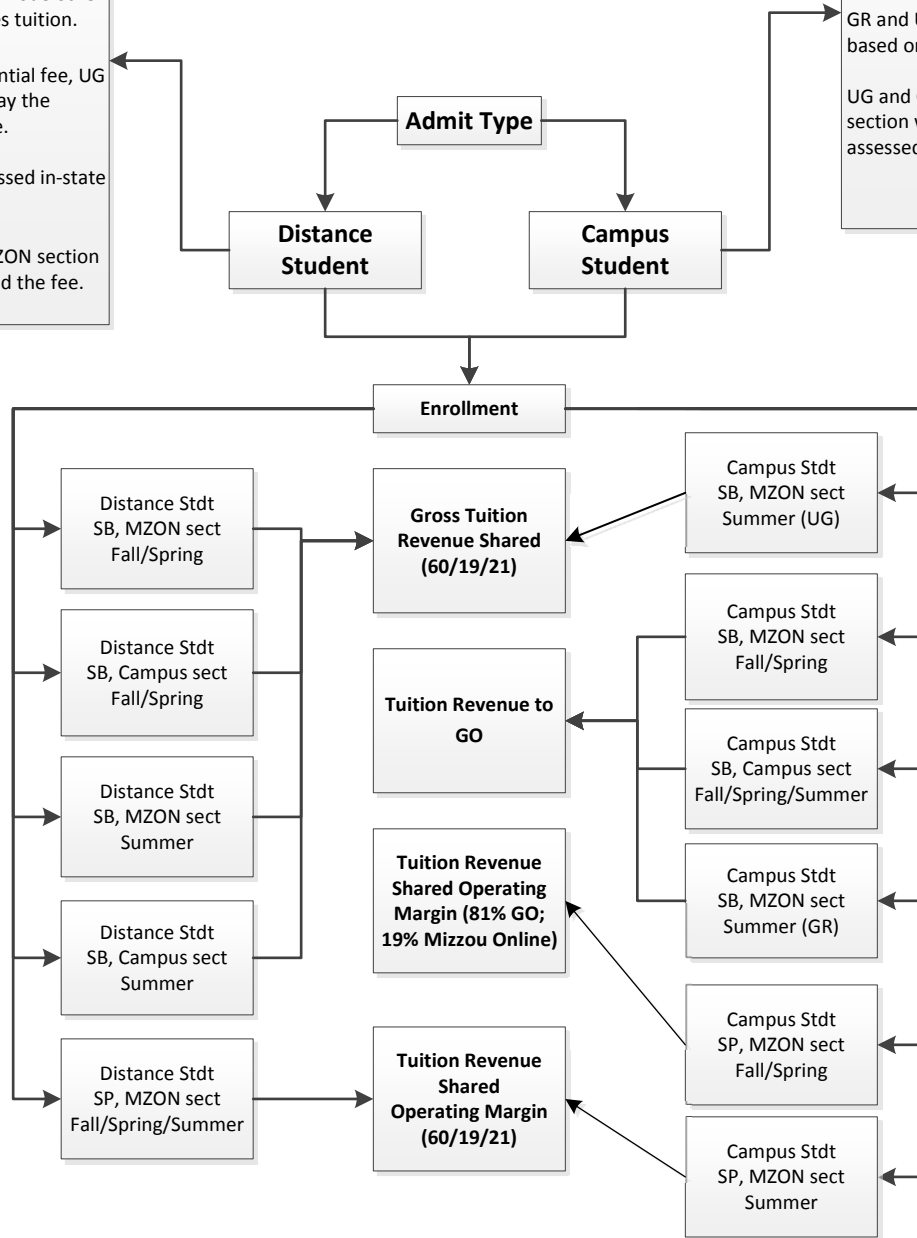
**Tuition & Fees**

If enrolled in Fall or Spring term MZON section, will pay campus fees (e.g. Activity, Rec).

If enrolled in Summer MZON section, will not pay campus fees (e.g. Activity, Rec).

GR and UG students are assessed tuition based on residency.

UG and GR students enrolled in a MZON section with a differential fee will be assessed the fee.



### Distance Students

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### Distance Group Maintenance

- Must maintain 51% of SCH in sections with MZON location code or EL/OL instruction modes. Students who fail to do so for two consecutive semesters will be flagged for investigation and possible re-designation as campus students.
- A student admitted to both a campus and a distance program will have the designation of the primary program. A degree program trumps a certificate or any nondegree program. A doctoral program trumps a masters program.
- A DIST student who is not enrolled in a distance program will have the DIST group inactivated upon discovery, effective for the current term.