



Policy

Board of Trustee Policy **BOT-04.00-06/04**

TO: The University of West Florida Community

FROM: Dr. John Cavanaugh, President

SUBJECT: Distance Learning Waiver

Responsible Office: Academic Technology Center

Policy/Purpose: This policy enables UWF to successfully recruit out-of-state students into its distance learning programs and encourages increased enrollment (including military personnel) in the distance learning academic degree programs offered at UWF.

Distance Learning Waiver Policy:

The Provost/Designee will identify the online degree(s) and/or certificate program(s) in which the students must be enrolled to be eligible for the Distance Learning Waiver consistent with the following guidelines:

1. Distance Learning Waivers may be granted for non-Florida resident students for enrollment in distance learning courses in a designated degree(s) and/or certificate program(s) (“designated degrees or programs”).
2. To be considered for a Distance Learning Waiver, the student must be officially enrolled in one of the designated degrees or programs. This enrollment may be as
 - a. a degree-seeking student or
 - b. a non-degree seeking student specifically sanctioned by the offering department.
 - Note: A special section of the course will be designated as Distance Learning where CEC will be coded on the RSCO screen under Program 1.
3. The number and value of the Distance Learning Waivers authorized pursuant to this policy will be accounted for separately from other types of waivers and the effectiveness of this policy to achieve the objectives will be reviewed by the Provost/designee annually. These waivers are in addition to and independent of the undergraduate and graduate waiver allocations.
4. The Provost/designee will review all Distance Learning Waivers for approval and the Provost/designee has the authority to set a cap on the number of or maximum value of the Distance Learning Waivers awarded per semester.
5. The Distance Learning Waivers for each course will be approved only when the issuance of such waivers will not result in additional E&G costs to the University. The Provost/designee has the authority to determine whether the Distance Learning Waivers for each course will be partial waivers or full waivers of the out-of-state fee. The Provost/designee also has the authority to approve any Off Campus Fees to be charged to students to recover the increased costs to the University that are incurred in the delivery of the course off campus.

6. Provost staff will provide semester reports to the Provost/designee and Deans on Distance Learning Waivers issued during each semester.

Eligible Programs:

Eligible programs must be authorized by the Provost/designee.

Approved by University of West Florida Board of Trustees on June 17, 2004.