I. POLICY STATEMENT

Purpose: Online courses and online programs provide students alternatives to traditional classes at the Highland Heights campus. These courses enable the university to provide students with more options while helping to relieve space limitations on the main campus. To encourage strong cooperation and involvement from the academic departments, a financial incentive is offered to the Educational Outreach office and the units providing the courses. This incentive will be managed through the Office of the Vice President for Academic Affairs and Provost.

Policy: Academic Affairs will receive $30 per credit hour produced for online courses. These funds are to be distributed to the Educational Outreach office and the units providing the courses in a manner which provides incentives for units to offer online courses and online programs. At the end of the fiscal year, Academic Affairs will provide an annual report on the actual use of these funds.

II. ENTITIES AFFECTED

Describe the positions, units, departments, groups of people, or other constituencies to which the policy applies or has a material effect.

Faculty, Staff, and Students

VII. PROCEDURES

The total amount projected for the fiscal year will be budgeted at the beginning of the fiscal year in an account designated by the Office of the Vice President for Academic Affairs and Provost. Projections will be based on flat enrollments using current year estimates at the time of budget development. The Office of the Vice President for Academic Affairs and Provost will decide all allocations between Educational Outreach office and the academic units. At the end of the fiscal year, the Budget Office will calculate the actual incentive earned. The difference between the projected incentive and the actual incentive will be added/subtracted to the following year’s
beginning year allocation. Credit hours produced will be calculated by taking end of term enrollments for all courses designated as online by the Office of the Bursar. These include I sections, J sections and W sections defined as follows:

I = 100% online course which is part of an online major program which is offered to students enrolled in online major programs.
J = 100% online course which is part of an online major program which is offered to students who are not enrolled in an online major program.

Note: Course sections I and J combine to constitute one course offering and are counted as one course section in terms of faculty load.

W = 100% online course which is not part of an online major program.

**REVISION HISTORY**

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<tr>
<th>REVISION TYPE</th>
<th>MONTH/YEAR APPROVED</th>
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