**College of Education and Professional Studies**

**Distance Education Fee Request Guidelines**

The College of Education & Professional Studies will use distance education fees assessed on online courses (as defined by the University of Wisconsin System) to support the development of high-quality learning opportunities for students. These fees will be used to support areas such as:

* Outreach to new students through distance learning opportunities
* Redesigning existing courses into alternative formats
* Curricular redesign to infuse innovative methodologies
* Creating new online courses
* Faculty development
* Technology purchases
* Administration and development of COEPS programs

The Dean has the budgetary responsibility for all Distance Education fees collected in the COEPS and will use the funds as needed to support these initiatives. In addition, a portion of the funds are available to faculty and staff dependent on monies available. The Associate Dean, or designee, will hold primary responsibility for distance education fees collected in the COEPS and will manage the budget and allocate funds as they are available.

Priority will be given to activities that have a clear justification, appropriate timeline, opportunity for tangible results, method of evaluation, and those that support department, college and/or university goals and strategic priorities. Immediate expected outcomes might include a redesigned course, publication, development of new teaching tools, grant proposals related to distance learning, development of new structures for programs, stipends for individuals supporting innovative or online learning in some capacity, or other as listed above.

**Guidelines to Request Distance Education Funds**

For purposes of this request, a one-credit course is equivalent to 40-hours of work and up to a $1000.00 stipend (calculations based on those provided in the Curriculum Handbook). Please use this guideline to explain work equivalent to the amount of funds requested. For example, if you are requesting a $2500 stipend for summer work, describe the roughly 100-hours of work to be completed in the provided timeframe.

If requesting funds for online course creation, follow the incentive structure:

1 Credit course development = $1,000

2 Credit course development = $2,000

3 Credit course development = $3,000

Recipients will be asked to submit a brief report of how they used the mini-grant funds, including an artifact that represents the funded work. Reports will be submitted to the Associate Dean via this Qualtrics form: <https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_cvDYInd3hRq8nie>

To apply, please complete the Qualtrics [proposal form](https://uwwhitewater.co1.qualtrics.com/jfe/form/SV_dd28KgmsjmEtcuW). Email a copy of your completed form to your department chair, who will forward your form to the Associate Dean in an email indicating their support. The Associate Dean will follow-up regarding your proposal, and if approved, will notify the Dean’s Assistant (Renee Gailloreto), who will confirm the project timeline and initiate payment.