

Memo

To: Department Chairs and Online Course Instructors

cc: Kat Brown, Michelle Kearns

Date: March 1, 2016

Re: Change in funding model for online courses taking exams in the CTC

With the reorganization of the Distance Education (DE) Department to the Office of Teaching and Learning, along with the removal of the \$52 course fee for online courses, the current funding model in place that allows for the Testing Center to bill the DE department \$2.50 per exams needs to be revamped beginning Summer 2016. The previous funding model allowed for all students taking an online course with an X in the section number to test for free in the CTC. At the end of the semester, a bill was sent to the DE administration, typically ranging from \$10,000 to \$15,000 per semester. After meeting with the DE folks and the academic administration, the following new funding model has been agreed upon, which will be implemented May 1, 2016.

1. The priority scheduling for online instructors continues. They will have first chance to schedule their exams in the center, beginning three weeks prior to the start of the semester.
2. Online courses will be given the following options for testing windows:
 - a. 3 days (one day free, two days \$4 fee)
 - b. 5 days (two days free, three days \$4 fee)
 - c. 2 week window (6 days free, 6 days \$4 fee)
 - d. For students wishing to test outside of the standard testing window (either before or after), if the instructor approves, an exam exception can be created to allow the student to test for a \$4 fee (called a make-up test or MUT).
 - e. If a department is willing to continue paying for online exams, with permission given by the department chair, the current model of open ended exams may continue. Proper approval from both the Academic and Student Services approval process is needed.
3. Whatever costs are not recovered through student fees at the center will be billed back to the department at a cost of \$2.50 per exam.

Please contact me if you have any questions.