

12112100 Cyp to Jim Krueger  
Glen Cope



Office of Academic Affairs

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Approved!  
Tom George  
12/8/06

December 8, 2006

Thomas F. George, Chancellor  
University of Missouri-St. Louis  
401 Woods Hall  
St. Louis, MO 63121

Dear Chancellor George:

I am writing on behalf of the Division of Continuing Education to request approval of a supplemental fee to support the continuing delivery of courses to off-campus students. The proposed ***Distance Education Delivery Fee*** (\$50 per credit hour) will be used to defray the additional costs involved in providing courses, by an increasing range of delivery methods, to students at a distance from the UMSL campus. This conforms to the 'Durham Memo' of April, 2004, authorizing the chancellor of the campus to authorize such supplemental delivery fees. We have confirmed with Vice Presidents Nikki Krawitz and Steve Lehmkuhle that chancellor's approval is sufficient since the courses are delivered through Continuing Education.

Had the ***Distance Education Delivery Fee*** been collected during FY '06, a total of \$29,330 in new revenue would have been generated in support of campus scholarships. The remainder of revenue generated by the new supplemental fee will be used to support development of new courses for distance delivery, defray current costs of delivery, and enhance Continuing Education's ongoing support of campus programs. Please let me know if you have questions or need additional information.

Sincerely,

Glen Hahn Cope, Provost and Vice Chancellor  
Academic Affairs

Cc: Jim Krueger  
Wm. Thomas Walker

## M E M O R A N D U M

**TO:** Glen Cope, Provost  
**FROM:** Tom Walker, Dean of Continuing Education  
**DATE:** 12/8/06  
**SUBJECT:** SUPPLEMENTAL FEE REQUEST:  
**DISTANCE EDUCATION DELIVERY FEE**

I am writing to request approval for a new Supplemental Fee. The *Distance Education Delivery Fee* (\$50 per credit hour) will be assessed for those students enrolling in all off-campus CE courses. This involves the delivery of academic course content to students away from the UMSL campus in which additional expense is incurred by the institution. Approval of the *Distance Education Delivery Fee* will allow the campus to recover a portion of this expense. The collected fee will be distributed equally among Continuing Education, the academic unit, and the campus. As per my discussion with Dr. Jim Krueger, 20% of collected fees will be allocated to campus scholarships. Additionally, CE will forward the portion of this fee that would normally be collected by a department/college, if offered on-campus, to the academic unit.