Course Delivery Fee Guidelines

March 31, 2010

Introduction
Costs of offering a course are expected to be borne by the department offering the course, including materials related to the mechanics of teaching the course, such as course outlines, syllabi, exams, and similar handouts, and the purchase and replacement costs of instructional equipment with a typically expected usable life of more than five years. The department is also expected to bear the costs of staffing courses, including personnel employed to aid in the course such as teaching assistants and guest speakers. Exceptions to this basic principle arise when there are unusual and/or extraordinary costs associated with offering a course.

For credit courses offered via distance technology there may be additional costs associated with preparation of course materials and the technology required for effective distance delivery. In addition, there may be instances in which distance delivery of a course, group of courses, certificate, or degree program is mutually beneficial for ISU and a specific client or group of clients for which a contractual agreement has been developed.

Policy Statement
Authorization to assess course delivery fees for costs associated with making a course available via distance technology will be granted on a case-by-case basis. Examples of costs that may be recovered by assessing a course delivery fee include:

- Unusual costs associated with preparation of course material for distance delivery that would not be incurred for on-campus delivery of the course
- Reasonably amortized “start-up” costs associated with initial offering of a course via distance technology
- Travel costs for faculty members to visit off-campus sites as part of the course
- Maintenance costs of instructional equipment including technology utilized to deliver distance courses
- Amortized replacement costs of equipment with a typically expected usable life of less than five years
- Contractually agreed upon special course delivery fees for courses, groups of courses, certificates, or degree programs that have been specifically packaged for a client or group of clients

Exceptions to this policy, for unusual situations involving costs not typically associated with courses delivered via distance technology, must be approved by the Office of the Executive Vice President and Provost.

Students are expected to pay the cost of supplemental written materials, such as supplemental readings, if they are to have ownership of the materials. The costs of supplemental written materials will not be assessed through the course delivery fee system. If the department does not wish to cover the costs of such materials, the materials should be sold to the students.
through the University Book Store or other local distributors. This procedure simplifies the financial transaction, and helps to avoid possible copyright infringement.

The fees must be based on plausible estimates of the anticipated costs or previous records of actual costs, and should be kept as low as possible. The deans' offices must keep complete and accurate records of the justification for any fee approved.

Delivery fees for courses that are specifically required by a student's on-campus major may not be assessed to such students during semesters in which a section of the course is not offered on campus. Delivery fees for required courses associated with majors offered via distance technology may be assessed within the constraints of these guidelines.