

**Sam Houston State University**  
**A Member of The Texas State University System**

**Finance & Operations Policy FO-55**  
**Distance Learning Fee**

**BACKGROUND INFORMATION**

Under Texas Education Code Rule 54.504. INCIDENTAL FEES. (a) The governing board of an institution of higher education may fix the rate of incidental fees to be paid to an institution under its governance by students and prospective students and may make rules for the collection of the fees and for the distribution of the funds, such funds to be accounted for as other designated funds. The rate of an incidental fee must reasonably reflect the actual cost to the university of the materials or services for which the fee is collected.

Distance Learning – Click on link below for definition and Academic Policies, Procedures and Forms  
<http://distance.shsu.edu/dlpol.html>

**Distance Learning Course Fee**

Sam Houston State University was authorized at the November 2003, and updated at the February 2010, Board of Regents meetings, to charge a special fee of \$101 per semester credit hour, for any electronically-delivered course that is approved by the Board of Regents to be offered on-line.

**Policy Statement**

The CFO & Sr. Vice President for Operations and the Provost & Sr. Vice President for Academic Affairs will monitor each Distance Learning Fund Balance each fiscal year to insure SHSU sets Distance Learning Fee rate in accordance with applicable laws and policies.

Revenue from the Distance Learning Fee may be for direct material costs or services associated with the Distance Learning Course and other Administrative cost. Examples of such approved expenditures are listed below:

- Expenses for guest lecturers who address a distance education course
- Salaries/wages for faculty, staff and students hired to assist with the preparation and/or delivery of a distance education course or to assist students in the instruction process
- Salaries/wages for staff in college/department
- Materials used in teaching distance education students
- Support staff, such as instructional designers, to assist with the development of distance education courses
- Faculty and staff training directly related to Distance Learning
- Acquisition and upgrade of instructional technologies
- Service and maintenance contracts for instructional equipment and software used solely for Distance Learning
- Program research, assessment, evaluation, quality control
- Network design, configuration, and installation
- Technology equipment for faculty and staff
- Marketing cost to promote Distance Education
- Operational cost for departments
- Operational and staffing costs of a central office for Distance Learning Education, including training and travel associated with supporting distance education
- Institutional administrative costs and overhead associated with oversight and support of programs

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There may be additional costs not identified above for which the fee may be used. Such costs must be in support of the distance education initiatives of the University or of a specific distance education course. Distance Learning Fees for specific courses may not be transferred from one department to another.

Reviewed by: Michael Stephenson - Provost and Senior Vice President for Academic Affairs  
J. Carlos Hernandez - CFO and Senior Vice President for Finance & Operations  
Approved by: President's Cabinet, November 2021