

## Office of the Provost/Extended University

### Flex Funding Guidelines and Application Process for 2008-2009

Extended University and the Office of the Provost co-administer flex funding. Extended University coordinates extended learning in conjunction with academic departments. Flex funding is a funding opportunity for off campus and online courses offered through Extended University. These Extended University programs and courses are apart from those funded by the traditional budget allocations that are distributed to academic departments.

#### Purpose

- To advance the university's goal of helping meet the educational needs of place-bound students in the state of Illinois.
- To serve student populations for whom traditionally funded courses/programs might not be available.
- To provide the financial means and opportunities to stimulate growth of off-campus and online academic offerings that meet the needs of place bound students.

#### Eligible Courses

Flex courses must be:

- 1) Offered for academic credit, AND
- 2) Serve an audience that otherwise would not be served.

In addition to the two criteria above, flex courses *may* be:

- 1) Undergraduate or graduate.
- 2) Any semester or session.
- 3) Off-campus or online courses.
- 4) Online courses must be:
  - Delivered fully online (no required on-campus class sessions or meetings).
  - Intended for place-bound students. During summer session, traditional residential students **who leave campus** are considered place-bound.

Flex courses may *not* be:

- Used to replace (directly or indirectly) on-campus enrollments.
- Funded through the traditional budget allocations.
- Those intended for an audience traditionally served through traditional budget allocations (including but not limited to those associated with internships, cooperative education, clinical experience, student teaching, professional development schools, and field experiences.)
- Online courses that are intended for traditional, residential students of ISU during fall and spring semesters.

#### Guidelines

- The tuition revenue that is generated by flex courses is used to cover the direct costs of the flex program/course). Direct costs are faculty salary and travel associated with the program/course. Residual dollars are to fund additional costs including course and curriculum development.
- Fifteen percent of the tuition revenue for each flex course section will be retained to help offset costs for university support services and flex funding administration.
- Tuition revenue will be credited to the course even when waivers and vouchers are used. Waivers and vouchers associated with flex courses will be covered by flex revenue held by Extended University and the Office of the Provost Office.

- After direct costs are paid the total college/department residual tuition revenue will be limited to the lesser of either the actual residual amount or \$4000 per course section. For courses with large enrollments, multiple sections may be offered, with an instructor assigned and salary paid for each section. This flex residual revenue may be utilized **only for purposes related to extended learning offerings or related development efforts.**
- Departments/colleges have one year following the end of the session in which the flex course was offered to request residual funds.
- The fees that students pay for all off-campus courses (including flex) are outreach fees rather than traditional campus fees. Outreach fees cover services related to off-campus programs/courses. Traditional campus based fees cover on-campus services and activities. Students paying outreach fees are not eligible for on-campus services and activities, such as bus, recreation, athletic and health services, insurance, etc.
- The outreach fees and remaining residual tuition revenue generated by flex courses will be distributed by Extended University and the Office of the Provost to develop, stimulate, and administer the growth and delivery of extended learning offerings. Residual funds are to be expended by the college/department by the end of the fiscal year when the request for the funds has been approved.
- Students are billed and monies are collected by the Office of Student Accounts in the same manner as for traditionally funded courses.

## **How to Apply for Flex Funding**

*Deadline for Summer Flex Course Applications is March 2, 2009.*

1. Complete the Flex Course Application, available on the Extended University web site [www.exu.ilstu.edu/extendedlearning/](http://www.exu.ilstu.edu/extendedlearning/)
2. Submit Flex Course Application to:  
**Dr. Mardell A. Wilson, Assistant Provost**  
**Director – Summer Session**  
**Office of the Provost - Campus Box 4000**
3. Upon approval, the course will be scheduled with Office of Scheduling by Extended University.
4. The academic department will submit the salary request through Human Resources [[www.hr.ilstu.edu/forms/extended\\_university\\_form.shtml](http://www.hr.ilstu.edu/forms/extended_university_form.shtml)] using the account position number provided by Extended University/Office of the Provost.

### **Please note the following**

- Once registration has begun, a course that was initially scheduled as part of the traditional budget offerings may **not** be switched to a flex funded course.
- If desired, Extended University will assist with locating off site facilities, promotion and publicity, market analysis to determine program need, arranging student support services, and other services for delivering a successful extended learning offering
- A department request for residual funds should include the following: the amount, the general revenue account number to which the funds will be transferred, **and a rationale of the extended learning purposes for which the funds will be used (for audit purposes).**
- Courses must be approved and scheduled prior to any plans for promotion of flex courses.