

## Policy 402.5 – Internet-Only/eLearning Policy for Purpose of Tuition & Fees

Date Adopted: 8/12/08

Issuing Office: Administration & Finance

Date Revised:

Approved By:

References: BOR Policy 940.20

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### I. POLICY

The University of Montana Western will follow all applicable Montana University System (MUS) Board of Regents (BOR) for Internet Only/eLearning (IO/EL) students.

### II. PURPOSE

The purpose of this policy is to set forth characteristics used to identify or define Montana Western's IO/EL students, and outline the associated eligibility procedures.

### III. PROCEDURES

#### A. Definitions

1. **eLearning Courses** – An eLearning course at Montana Western is a Web-based, state supported, academic credit bearing course, with minimal face to face contact with faculty. Extension or Self-Supporting courses and non-credit bearing courses are excluded. Any local or remote campus-based course which requires a face to face meeting with the faculty or course instructor is not considered to be an eLearning course.
2. **Internet Only/eLearning student** – An IO/EL student is defined as one taking eLearning courses only, and who has declared to the Registrar and Financial Aid that they are an Internet Only/eLearning student. Certain fees will be waived for IO/EL students, and their ability to register will be limited to eLearning courses. Additionally, individuals who meet the following criteria *cannot* be IO/EL students:
  - a. Students who accept Western Undergraduate Exchange (WUE) scholarships.
  - b. Any student, regardless of residency status, who resides in the 59725 zip code locality. This includes UMW residence halls.
3. **Term** – A term is a full Fall, Spring or Summer session, not an individual block.

#### B. The following procedures apply:

1. Montana Western assumes students are *not* IO/EL unless otherwise informed. Students must petition to change their status to IO/EL. Request To Change Student Information petitions must be received and date-stamped by 5:00 p.m. prior to the first day of the term.
2. Students classified as IO/EL students at the beginning of a term will maintain that status throughout the term. IO/EL students will not be allowed to add normal courses during the term or retroactively.
3. Students initially classified as non-IO/EL during the term will not be re-classified to Internet Only/eLearning during the term nor will they receive an adjustment in fees, even if they are taking only eLearning courses during that term.
4. Prior to the start of a term, a student can petition to change their IO/EL status by filling out a Request to Change Student Information Form
5. Fees waived are available via UMW Business Services, the campus website, or the campus Catalog.
6. The Vice Chancellor for Administration & Finance, the Registrar, and the Dean of Outreach will jointly determine if a course is to be defined as eLearning prior to the start of the term. Course status (eLearning or not) cannot be changed within the term.

**IV. AUTHORITY**

BOR Policy 940.20

**V. RESPONSIBILITY**

Vice Chancellor for Administration & Finance/Student Affairs, Dean of Outreach, Director of Financial Aid, Registrar