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Introduction

Florida International University has designated Academic Planning and Accountability (APA) as the administrative unit under which Continuing Education programs are overseen. Continuing Education is defined as an Auxiliary Enterprise of the university providing non-state fundable, self-supporting college credit courses or programs, non-credit professional development courses or programs designed to upgrade existing technical or professional skills, and courses that are provided primarily for personal enrichment or as a public service to the community. APA operations are primarily regulated by Florida Board of Governors (BOG) Regulation 8.002 Continuing Education. Other BOG regulations that apply are BOG Regulations 7.001 Tuition and Associated Fees and 7.003 (6) Fees, Fines and Penalties. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) also requires institutions to provide a clearly identifiable organizational unit under the direction of a designated administrative officer for the purpose of reporting noncredit educational activities. The Senior Director and/or Assistant Vice President of APA, are the designated administrative officers responsible for reporting noncredit educational activities to the Associate Vice President of APA. Noncredit educational activities at FIU are decentralized.

The University President is authorized to establish tuition/fees for Continuing Education Credit programs as per BOG Regulation 8.002(1) (b) 2. The Provost is the President’s designee for this purpose; the provost can also further establish a designee for this purpose. All tuition/fees can be changed on an annual basis, subject to any restrictions specified in policy.

The operations of APA related to its oversight of Continuing Education Credit and Non-Credit programs are funded by fees collected from the revenues of Continuing Education Credit and Non-Credit programs. Fees to be collected by APA for 2018-19 are included in this handbook.

This handbook describes the policies for Colleges/Schools to follow in establishing and operating Continuing Education Credit and Non-Credit programs/courses. This handbook will be updated regularly to keep current with policies enacted and updated by the University, Board of Trustees (BOT), and BOG (Board of Governors).
Credit and Non-Credit Programs under Management by Academic Planning and Accountability - Continuing Education

Non-FTE Generating Self-Supporting Programs/Market Tuition/Sponsored Credit Programs

Authorization:
Self-Supporting programs and Market Tuition programs consist of Continuing Education Credit programs offered to individual students that do not generate fundable student credit hours. They are authorized under BOG Regulation 8.002.

A Sponsored Credit Program consists of instruction for academic credit provided by the University but sponsored by an external institution. The credit instruction may range from a regular course or program found in the curriculum to a special course or program developed or approved by the University to meet the unique needs of the sponsor. Such credit instruction does not generate fundable student credit hours.

Non-Credit Programs, Courses, and Certificates

Authorization:
APA has been designated as the administrative unit under which non-credit programs, courses, and Continuing Education Unit (CEU) certificates are reported. Each academic unit is responsible for managing their non-credit certificates of participation. Authority for offering non-credit programs, courses, and certificates of participation under the auspices of and carrying the name of Florida International University comes from BOG Regulation 8.002. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires institutions to provide a clearly identifiable organizational unit under the direction of a designated administrative officer for the purpose of reporting noncredit educational activities. The Senior Director and the Assistant Vice President of APA are the designated administrative officers reporting to the Associate Vice President of APA.
Board of Governors Regulations

Board of Governors Regulation 8.002 Self Supporting and Market Tuition Rate Program and Course Offerings

(1) Continuing Education – Continuing education is defined as an Auxiliary Enterprise of the university providing non-state fundable, self-supporting college credit courses or programs, non-credit professional development courses or programs designed to upgrade existing technical or professional skills, and courses that are provided primarily for personal enrichment or as a public service to the community. Continuing education allows prospective students who wish to pursue their higher education beyond the attainment of traditional degrees the option to pursue alternative curricula or alternative credentials, which may be offered via alternative delivery models.

(a) The administrative unit(s) under which continuing education programs are managed shall be determined by the university.

(b) Continuing education activity shall be reflected in the Auxiliary budget entity, except that activity related to sponsored credit courses and programs may be reflected in the contracts and grants trust fund.

1. Costs associated with non-college credit continuing education activity must be recovered from student fees or sponsoring entities and shall not be recovered from funds appropriated in the Education & General (E&G) budget entity. Universities may collect and expend revenues collected above the level needed for cost-recovery of non-college credit continuing education activity when such revenues are used to provide enhanced support for the academic units associated with the courses or programs, or to provide financial support to students.

2. Tuition and fees charged for college-credit continuing education courses must be sufficient to offset the full instructional cost of serving the student and shall not exceed the existing approved tuition and out-of-state fees for similar level courses unless Board of Governors’ approval for an exception has been granted pursuant to Regulation 7.001 (4) or the process for Market Tuition Rate established in this regulation.

(2) Continuing Education College Credit Courses and Programs – College credit courses and programs offered through continuing education shall be self-supporting through tuition and fees and shall not supplant existing university offerings funded by state appropriations.

(a) Admissions and graduation criteria, as well as academic standards, for degree programs offered through continuing education must align with those criteria and standards in equivalent programs funded through the E&G budget entity and must go through the same curriculum approval processes as those E&G-funded programs.

(b) Graduate level degree programs and majors that address clearly identified post-professional workforce demand may be implemented as a unique continuing education offering which is not available as a state funded program, subject to the tuition and fees policy and data reporting requirements established in this regulation.

(c) Degree programs and majors offered through continuing education shall not include those which lead to initial licensing or certification for occupational areas identified as a state critical workforce need by the Board of Governors unless it can be demonstrated to be the best strategy to increase the number of graduates in the state and has been approved for market tuition rate in accordance with subsection (4) of this regulation.

(3) Sponsored Credit Courses and Programs – Sponsored credit courses and programs are self-supporting college credit offerings where substantially all the direct costs are paid by the external sponsoring entity, where there is no direct expenditure of E&G funds for the conduct of the programs, and where no fees or other assessments are collected from students by the sponsoring entity, the university, or any other entity.

(a) In determining whether the direct costs are paid by the sponsoring entity, funds paid directly to the participants in a form such as, but not limited to, stipends, travel or book allowances should not be taken into account. "Direct costs" refer to the costs associated with the instruction or training which a participant receives. All funds collected from sponsoring entities for sponsored credit courses and programs will be remitted to the university’s contract and grants trust fund and/or continuing education auxiliary trust funds as appropriate.

(b) Each university board of trustees is authorized to waive any tuition, associated fees, and material and supply fees for students participating in sponsored credit courses and programs when they are not covered under the...
contract with the sponsoring entity, and pursuant to a regulation adopted by the university board of trustees under section 1009.26 (9), Florida Statutes, and Board of Governors Regulation 7.008.

(4) Market Tuition Rate Courses and Programs – Market Tuition Rate is defined as a tuition rate that is competitively aligned with comparable programs offered by public and independent institutions located both in-state and out-of-state.

(a) A university board of trustees may approve a new graduate-level degree program for market tuition rate at the time it approves the new degree for implementation pursuant to Board of Governors Regulation 8.011. The new degree proposal must provide a convincing rationale for seeking market tuition rate and the proposed budget must clearly indicate that the revenue generated will be sufficient to operate the program without E&G funding. New degree programs approved for market tuition rate must be submitted to the Board of Governors for consideration and approval of the tuition and any associated fees before enrollment of any students.

(b) A university board of trustees may submit a proposal for market tuition rates for graduate-level courses offered online or through the university’s continuing education unit when such courses are included as a major of an existing approved degree program or as a college credit certificate program. Proposals to charge market tuition rates for majors of existing degree programs and college credit certificate programs shall be considered by the Board during a November meeting if documentation is provided that demonstrates:

1. The existing degree program majors and college credit certificates have been approved in accordance with Regulation 8.011 and the university has established one or more separate market tuition rate student cohorts, each of which can be tracked for administrative and reporting purposes.
2. The programs do not lead to initial licensing or certification for occupational areas identified as state critical workforce need in the most current State University System of Florida Strategic Plan. A university may request establishment of market tuition rates for such programs for non-residents if such programs do not adversely impact development of other programs for Florida residents. A university, upon a written request for a special exception from the Chancellor, may submit a proposal for market tuition rate for a program leading to initial licensing or certification in a state critical workforce need area if it can be demonstrated to increase the number of graduates in the state.
3. The program admission and graduation requirements shall be the same as similar programs funded by state appropriations.

(c) The Board shall approve no more than five new graduate-level degree programs or college credit certificate program proposals per university per academic year.

(d) The proposal for market tuition rate programs shall be submitted in a format designated by the Chancellor and include at a minimum:

1. A description of the program and its compliance with the requirements outlined in subsection (3) (b) 1.
2. An explanation of the process used to determine the market tuition rate and the tuition at similar programs from at least five other institutions, including both private and public.
3. A description of similar programs offered by other state university system institutions.
4. An estimate of the market tuition rate to be charged over the next three years.
5. A description of how offering the proposed program at market tuition rate is aligned with the mission of the university.
6. An explanation and declaratory statement that offering the proposed program at market tuition rate does not increase the state’s fiscal liability or obligation.
7. An explanation of any differentiation in rate between resident and non-resident students paying market tuition rate.
8. An explanation of any proposed restrictions, limitations, or conditions to be placed on the program.
9. A description of any outcome measures that will be used to determine the success of the proposal.
10. In addition, the following information will be included with the proposal:
   a. An explanation of how the university will ensure that sufficient courses are available to meet student demand and facilitate completion of each program submitted for consideration.
   b. A baseline of current enrollments, including a breakout of resident and nonresident enrollment, in similar state-funded courses.
   c. An estimation of the economic impact that implementation of the proposal will have on the university and the student by identifying the incremental revenue the university anticipates collecting if the proposal is approved.
d. A description of how revenues will be spent, including whether any private vendors will be utilized, and which budget entity the funds will be budgeted.

(e) The Board of Governors will act upon the responsible committee’s recommendation at the next scheduled meeting. If a university board of trustees’ proposal is denied, within five calendar days, the university board of trustees may request reconsideration by the Board’s Tuition Appeals Committee, which shall consist of the Chair of the Board and the Chair of each Board committee. The Tuition Appeals Committee will meet within ten calendar days after the Board of Governors’ denial to consider a university board of trustees request for reconsideration.

(f) Any proposed increase in tuition and fees for an approved market tuition rate program or certificate must be approved first by the university board of trustees and then the Board of Governors.

(5) Reporting Credit Hours and Degrees Earned —

(a) Credit hours generated by college credit courses offered through continuing education, sponsored credit courses and programs, and market tuition rate shall not be reported as fundable credit hours and shall be reported to the Board of Governors using the State University Data System separately from credit hours funded through the E&G budget entity.

(b) Degrees awarded for programs offered entirely through continuing education, sponsored credit courses and programs, or market tuition rate shall be reported to the Board of Governors using the State University Data System separately from degrees awarded for programs funded through the E&G budget entity.

Authority: Section 7(d), Art. IX, Fla. Const.; History: New 09-15-11; Amended 08-31-17.
Board of Governor’s Regulation 7.001 Tuition and Associated Fees

(1) All students shall pay tuition and associated fees, unless waived pursuant to Regulation 7.008, as authorized by the Board of Governors or its designee.

(2) Tuition shall be defined as the basic fee assessed to students for enrollment in credit courses at any of the state universities. Non-resident tuition shall be defined as the basic fee and out-of-state fee assessed to non-resident students for enrollment in credit courses at any of the state universities. The out-of-state fee is the additional fee charged to a non-resident student. The non-resident tuition must be sufficient to offset the full instructional cost of serving the non-resident student. Calculations of the full cost of instruction shall be based on the university average of the prior year’s cost of programs using the expenditure analysis.

(3) Undergraduate tuition per credit hour shall be established pursuant to law.

(4) The Board of Governors may establish tuition for graduate and professional programs and out-of-state fees for all programs pursuant to law.

   (a) The university board of trustees may submit a proposal to establish tuition or increase tuition for existing graduate and professional programs, or out-of-state fees pursuant to law. The proposal shall be in a format and submitted by a deadline designated by the Chancellor, and include at a minimum:

   1. The program or programs for which the proposed tuition rate will be assessed;
   2. The current and proposed tuition rate for the program or programs;
   3. The purpose of the proposed tuition rate;
   4. The estimated revenue to be generated as a result of the proposed tuition rate; and
   5. Identification of how the revenues from the proposed tuition rate will be utilized to support students and the mission of the university.

(5) Associated fees shall include the following fees:

   (a) Student Financial Aid Fee;
   (b) Capital Improvement Fee;
   (c) Health Fee; (d) Athletic Fee;
   (e) Activity and Service Fee;
   (f) Non-Resident Student Financial Aid Fee, if applicable; (g) Technology Fee;
   (h) other fees approved by the Board of Governors pursuant to Regulation 7.003(24); and
   (i) Tuition Differential.

(6) Students shall pay tuition and associated fees or make other appropriate arrangements for the payment of tuition and associated fees (installment payment, deferment, or third-party billing) by the deadline established by the university for the courses in which the student is enrolled, which shall be no later than the end of the second week of class.

(7) Registration shall be defined as the formal selection of one or more credit courses approved and scheduled by the university and tuition payment, partial or otherwise, or other appropriate arrangements for tuition payment (installment payment, deferment, or third-party billing) for the courses in which the student is enrolled as of the end of the drop/add period.

(8) Tuition and associated fees liability shall be defined as the liability for the payment of tuition and associated fees incurred at the point at which the student has completed registration, as defined above.

(9) Tuition and associated fees shall be levied and collected for each student registered in a credit course unless provided otherwise in Board regulations.
(10) Each student enrolled in the same undergraduate college-credit course more than twice shall pay tuition at 100 percent of the full cost of instruction and shall not be included in calculations of full-time equivalent enrollments for state funding purposes. Students who withdraw or fail a class due to extenuating circumstances may be granted an exception only once for each class pursuant to established university regulations. The university may review and reduce these fees paid by students due to continued enrollment in a college-credit class on an individual basis contingent upon the student’s financial hardship. For purposes of this paragraph, first-time enrollment in a class shall mean enrollment in a class fall semester 1997 or thereafter. Calculations of the full cost of instruction shall be based on the systemwide average of the prior year’s cost of undergraduate programs in the state university system using the expenditure analysis.

(11) A university board of trustees may submit a proposal for a block tuition policy to the budget committee for consideration. The proposed block tuition policy for resident undergraduate or graduate students shall be based on the per-credit hour tuition amount. The proposed block tuition policy for nonresident undergraduate or graduate students shall be based on the per-credit-hour tuition and out-of-state fee amount. The block tuition policy can only be implemented beginning with the fall term.

(a) The proposal shall be submitted in a format designated by the Chancellor and include at a minimum:

1. An explanation of the process used to determine the block tuition ranges.
2. An explanation of how the university will ensure that sufficient courses are available to meet student demand.
3. A description of how the policy is aligned with the mission of the university.
4. A declaratory statement that the policy does not increase the state’s fiscal liability or obligation.
5. An explanation of any proposed restrictions, limitations, or conditions to be placed on the policy.
6. A clear statement that any student who is a beneficiary of a prepaid tuition contract, purchased prior to the first fall term in which the block tuition is implemented, will not be included in any block tuition policy and will be billed on a per-credit-hour basis. The university shall work with the Florida Prepaid Board to determine how block tuition will be paid for beneficiaries of prepaid tuition contracts after implementation of block tuition. The university shall report the final resolution to the budget committee.
7. An estimation of the economic impact that implementation of the policy will have on the university and the student by identifying the incremental revenue the university anticipates collecting if this policy is implemented and the financial impact on the typical student subject to the policy.
8. A description of any outcome measures that will be used to determine the success of the policy, including but not limited to, time to degree, course load impact, and graduation rates.

(b) The Board of Governors will act upon the budget committee recommendation at the next scheduled meeting. If a university board of trustees’ proposal is denied, within five calendar days, the university board of trustees may request reconsideration by the Board of Governors Tuition Appeals Committee, which shall consist of the Chair of the Board and the Chair of each Board committee. The Tuition Appeals Committee will meet within ten days after the Board of Governors’ denial to consider a university board of trustees request for reconsideration.

(c) Every five years, the university board of trustees shall review the policy to determine if it has met its intended outcomes and whether the policy should be continued or modified. The university board of trustees shall submit its findings to the Board of Governors.

(12) As a component of the annual university work plan, a board of trustees of a university that has been designated as a preeminent state research university may submit a proposal to the Board of Governors budget committee by May 31 of each year to establish an increase in the undergraduate tuition differential to be implemented with the fall academic term. The tuition differential shall promote improvements to undergraduate education and provide financial aid to undergraduate students who have financial need. University boards of trustees shall have flexibility in distributing need-based financial aid awards according to university policies and Board of Governors’ regulations.

(a) The aggregate sum of tuition and tuition differential cannot be increased by more than 6 percent of the total charged for the aggregate sum of these fees in the preceding fiscal year. The tuition differential may be
increased if the university meets or exceeds performance standard targets for that university established annually by the Board of Governors for the following performance standards, amounting to no more than a two percent increase for each performance standard: an increase in the 6-year graduation rate for full-time, first-time-in-college students, as reported annually to the Integrated Postsecondary Education Data System; an increase in the total annual research expenditures; and an increase in the total patents awarded by the U.S. Patent and Trademark Office for the most recent three-year period.

1. The tuition differential may be assessed on one or more undergraduate courses or all undergraduate courses and may vary by campus or center location.

2. The sum of undergraduate tuition and associated fees per credit hour may not exceed the national average undergraduate tuition and fees at four-year degree granting public postsecondary educational institutions.

3. Students having prepaid contracts in effect on July 1, 2007, and which remain in effect, are exempt from paying the tuition differential.

4. Students who were in attendance at the university before July 1, 2007, and maintain continuous enrollment may not be charged the tuition differential.

(b) The university board of trustees’ proposal shall be submitted in a format designated by the Chancellor, and include at a minimum:

1. The course or courses for which the tuition differential will be assessed.

2. The amount that will be assessed for each tuition differential proposed.

3. The purpose of the tuition differential.

4. Identification of how the revenues from the tuition differential will be used to promote improvements in the quality of undergraduate education and to provide financial aid to undergraduate students who have financial need.

a. For the purposes of the following subsection,

   i. “Financial aid fee revenue” means financial aid fee funds collected in the prior year.

   ii. “Private sources” means prior-year revenue from sources other than the financial aid fee or the direct appropriation for financial assistance provided to state universities in the General Appropriations Act.

b. At least thirty percent of the revenue shall be expended to provide need-based financial aid to undergraduate students to meet the cost of university attendance. If the entire tuition and fee costs of resident students who have applied for and received Pell Grant funds have been met and the university has excess funds remaining, the university may expend the excess portion on undergraduate education.

   i. Universities shall increase undergraduate need-based aid over the prior year by at least thirty percent of the tuition differential.

   ii. This expenditure shall not supplant the amount of need-based aid provided to undergraduate students in the preceding fiscal year from financial aid fee revenues, the direct appropriation for financial assistance provided to state universities in the general appropriations act, or from private sources.

   iii. If a university’s total undergraduate need-based awards does not meet or exceed the sum of the prior year’s undergraduate need-based awards plus thirty percent of new tuition differential funds, the university may still be considered in compliance. However, the university shall provide detailed documentation demonstrating that the difference is attributed to a decrease in financial aid fee collections (Regulation 7.003(18)), tuition differential collections, the direct appropriation for student financial assistance in the General Appropriations Act, and/or a decrease in foundation endowments that support undergraduate need-based aid awards.

c. The remaining revenue shall be expended on undergraduate education.
(c) The budget committee shall review each proposal and advise the university board of trustees of the need for any additional information or revision to the proposal. The budget committee will make a recommendation to the Board of Governors.

(d) The Board of Governors will act upon the budget committee recommendation at the next scheduled Board of Governors meeting. If a university board of trustees’ proposal is denied, within five calendar days the university board of trustees may request reconsideration by the Board’s Tuition Appeals Committee which shall consist of the Chair of the Board and the Chair of each Board of Governors committee. The Tuition Appeals Committee will meet within ten calendar days after the Board of Governors’ denial to consider a university board of trustees request for reconsideration.

(e) Each university board of trustees that has been approved to assess a tuition differential shall submit the following information to the Board of Governors General Office in a format and at a time designated by the Chancellor so that such information can be incorporated into a system report that will be submitted annually to the Governor and Legislature by February 1.

1. The amount of tuition differential assessed.
2. The course or courses for which the tuition differential was assessed.
3. Total revenues generated.
4. Number of students eligible for a waiver as outlined in Regulation 7.008(4)(b), number of these students receiving a waiver, and the value of these waivers.
5. Detailed expenditures (submitted as a part of the August operating budget).
6. Detailed reporting of financial aid sources and disbursements sufficient to meet the requirements in subparagraph 12.

(f) Universities must maintain the need-based financial aid revenue generated from the tuition differential in a separate Education and General account, with the revenue budget in the Student and Other Fee Trust Fund.

(g) If, after approval by the Board of Governors, a university determines that modifications need to be made to the monitoring and implementation of the proposed undergraduate improvement programs, the university shall notify the Chancellor.

(13) Differential Out-of-State Fee – Each university board of trustees is authorized to submit a proposal in accordance with subsection 4 for Board of Governors approval to implement a differential out-of-state fee for the following students:

(a) A student from another state that borders the service area of the university;
(b) A graduate student who has been determined to be a non-resident for tuition purposes pursuant to section 1009.21, Florida Statutes, and has a .25 full-time equivalent appointment or greater as a graduate assistant, graduate research assistant, graduate teaching assistant, graduate research associate, or graduate teaching associate; or
(c) A graduate student who has been determined to be a non-resident for tuition purposes pursuant to section 1009.21, Florida Statutes, and is receiving a full fellowship.

(14) A university board of trustees may submit a proposal for market tuition rates for graduate-level courses offered online or through the university’s continuing education unit in accordance with Board of Governors Regulation 8.002.
2018-19 Fees Charged To Continuing Education Credit and Non-Credit Programs

1) Colleges/Schools will be automatically charged in PantherSoft financials a 1% fee on gross revenues collected for all Continuing Education Credit Programs to cover the cost of APA’s oversight of these programs, as described in the sections “General Principles for Establishing a New Continuing Education Credit Program,” “General Principles for Operating an Established Continuing Education Credit Program,” “Course Scheduling and Registration Actions Required Each Semester for Continuing Education Credit Programs,” and “Required Annual Financial Management – Credit.”

2) Colleges/Schools will be automatically charged in PantherSoft financials a 1% fee on gross revenues collected for all Continuing Education Non-Credit Programs to cover the cost of APA’s oversight of these programs as described in the section “General Principles for Continuing Education Non-Credit Programs, Standalone Courses, and Certificates.”

3) For Continuing Education Non-Credit programs that award Continuing Education Units (CEUs), APA will charge a fee of $250 per program plus a $50 fee per participant for the review, award and database maintenance of CEU certificates.

4) On behalf of Academic Affairs, APA will collect 10% of gross revenues for all Continuing Education Credit Programs.

5) A 7.0% FIU Shared Services Fee will be applied against auxiliary expenditures in PantherSoft at the close of each month for both credit and non-credit programs.

6) The following student fees (Financial Aid, Capital Improvement Trust Building, Activity & Service, Athletic, Technology Fee, Parking, Photo and Health) will be collected, unless an exemption has been granted by the Provost or fee deemed not to apply, for each Continuing Education Credit program that does not generate fundable FTEs through PantherSoft Financials and Campus Solutions.

7) For fully online Continuing Education Credit programs, $90 per instance of enrollment ($30 per credit hour) will be charged to cover the costs of course design, development, licenses, hosting, technical support, quality assurance, and faculty training and the management of these functions.

8) For non-fully online Continuing Education Credit program courses that use Canvas, $30 per instance of enrollment ($10 per credit hour) will be charged for courses using Canvas to cover the costs of Canvas license, hosting and technical support.

9) In keeping with the State of Florida Board of Governors’ definition of hybrid, hybrid at FIU is defined as a course that has 50% of instruction conducted out-of-class/online and the other 50% of instruction conducted in-class. To maximize classroom space and utilization, hybrid courses must be scheduled once per week with a 50% reduction of in-class time (3 credit courses meet once per week for 75 minutes). [https://hybrid.fiu.edu/faqs.php](https://hybrid.fiu.edu/faqs.php)
2018-19 Marketing and Recruiting Fees for Continuing Education Credit Programs

Upon mutual agreement, FIU Online can be a full service provider for the marketing and recruiting services required of fully online Continuing Education Credit programs. FIU Online can provide the initial and recurring funding for strategic marketing consulting and planning, direct marketing spent on advertising and recruiting events, and enrollment services that are necessary to enroll the targeted number of students. The terms and fee for these services will be negotiated on a program-by-program basis and specified in a program interdepartmental letter of agreement. The responsibilities of the academic unit offering the Continuing Education Credit program will also be specified in the letter.
Summary of Fees for Continuing Education Credit and Non-Credit Programs

A matrix summarizing all of the fees to be charged to Continuing Education Credit and Non-credit Programs and courses is shown in Appendix I.
SACSCOC Requirements for Continuing Education Credit Off-Campus
And Online Programs

1) Approval of a new off-campus site requires several steps (notification and submission of a full prospectus that would need to be mailed six to nine months prior to implementation). See Substantive Change policy apa.fiu.edu.

2) All cohort programs taught in a different delivery modality (online or off-campus) require separate tracking of student learning and program outcomes, including completion rates, success on certification exams, job placement, etc. This information is submitted through TracDat. Please contact APA’s Assessment team at assessment@fiu.edu.

3) At least 60 percent of courses taught in different delivery (online or off-campus) must be taught by full-time faculty.

4) There must be adequate support services for students and these must be evaluated for continuous improvement.

5) In terms of new off-campus and off-shore programs, there is the possibility of a SACSCOC visit(s). The units must budget for expenses related to the visit(s). Check with APA for cost estimates.
General Guidelines for Establishing a New Continuing Education Credit Program

1) New degree programs or tracks must be approved in accordance with standard university policies and procedures for curriculum approval before they can be approved for Self-Supporting or Market Rate Tuition programs.

2) The President has delegated authority to establish and determine the cost of Continuing Education Credit courses/programs to the Provost office as per BOG Regulation 8.002(1) (b) 2. Market Rate Tuition proposals also require approval by the Florida International University’s Board of Trustees and subsequently by the BOG. Before proceeding to complete the Feasibility Study, preliminary approval from the Provost to offer the Continuing Education Credit program must be obtained.

3) A new plan code (subplan) must be established for new Continuing Education Credit programs and all students must be admitted into this plan (subplan) code.

4) Continuing Education Credit programs shall not supplant credit courses/programs funded through the Educational and General (E&G) budget entity. Thus, a Continuing Education Credit program can be the first offering of a new degree program or track on-campus when it is the first offering of an existing degree program or track fully online, or an existing degree program or track being offered at a new location or at a different time schedule. Careful monitoring of the E&G degree enrollment must occur.

5) For a new Continuing Education Credit programs, a Continuing Education Credit Program Feasibility Study (See Appendix II) must be submitted to APA for approval. The budget is part of this approval. Feasibility studies must be approved by the Senior Director at APA. Final approval is given by the Provost office.

6) APA is charged with ensuring that programs meet SACSCOC standards and criteria for quality assurance. The APA Assessment staff must approve the Student Learning Outcomes (SLO) and the Program Outcomes (PO) plans for the offering.

7) The tuition revenues from a Continuing Education Credit program must cover all costs of the program. Tuition revenues and expenses must be tied to a specific auxiliary account for the program. The cost categories to include in the budget are shown in the budget template in Appendix III.

8) Student services provided to students in a fully online program must be equivalent to those provided to on campus students.

9) Market Rate Tuition Programs must meet the criteria outlined in BOG Regulation 7.001 and BOG 8.002(1) (b) 2. The Market Rate Tuition program must be approved by Provost, BOT, and BOG. The Market Rate Tuition BOG form must be completed for a proposed Market Rate Tuition program. All requests must be submitted to APA by March 5th each year. Market Rate Tuition programs are approved at the June BOT meeting. Approval by the BOG is at their November meeting. If approved, the Market Rate Tuition program can be offered the following academic year. The University can submit up to five programs per year to the BOG for consideration to become Market Rate Tuition.

10) The Senior Director and the Assistant Vice President of APA, the Provost office, and the General Counsel must approve contracts involving an outside party as appropriate.

11) For off-campus programs, the additional fees charged are for the purpose of recovering the increased costs resulting from off-campus vis-à-vis on-campus offerings. See BOG Regulation 7.003 Fees, Fines and Penalties.

12) For Sponsored Credit and Self-Supporting programs, the fee is set to cover all costs of the program (cost recovery); no E&G funds can be used. The fees collected for any one program can only be used for (a) the direct costs incurred by the College/School in offering that program, (b) the cost of the proportional use of services
provided at the College/School level directly related to offering of that program (i.e. a charge for the proportional use of College/School services provided by a centralized unit such as technology, marketing, financial management, assessment, etc.), (c) the fees charged by APA and Academic Affairs and the 7% shared services fee. Budget must show no surplus funds. Carry forward balance should be limited to 10% or less of previous year’s revenues.

13) The Dean of the College/School in which the Continuing Education Credit program will be housed must ensure that the launch of this new program will not negatively impact the generation of fundable student credit hours needed to meet agreed upon enrollment targets.

14) The Dean of the College/School in which the Continuing Education Credit program will be housed must ensure that the launch of this new program will not negatively impact the research productivity of the unit.

15) Following approval of program and program budget by APA and approval by BOG for Market Rate Tuition program, the academic unit/school will submit proper forms to the Office of Financial Planning to establish a separate, identifiable auxiliary account for the program.

16) APA will monitor that the proper accounting processes in PantherSoft are implemented by working with the Student Financials Office in the establishment of an item type correlating to the specific program upon creation of the Auxiliary Account. Each program is to have a separate auxiliary account.

US Department of Education - Books and Supplies

New Criteria:
1) An institution may include the cost of books and supplies as part of the tuition and fees as long as it has an arrangement with a book publisher or other entity that enables it to make those books or supplies available to students below competitive market rates. However, the institution must provide a way for students to obtain the books and supplies by the seventh day of a payment period and must establish a policy under which a student may opt out of the way provided by the institutions.

2) The institution documents on a current basis that books or supplies, including digital or electronic course materials, are not available elsewhere or accessible by students enrolled in that program from sources other than those provided or authorized by the institution.
General Guidelines for Operating an Established Continuing Education Credit Program

1) Only students who have been officially admitted into a Continuing Education Credit program can be enrolled in course sections associated with the Continuing Education Credit program and charged the approved Continuing Education Credit program tuition rate. Students enrolled in E&G funded programs cannot be enrolled in a Continuing Education Credit program sections and cannot be charged Continuing Education Credit tuition.

2) A College/School has full responsibility for:
   a. Marketing and recruiting. Managing the day-to-day operations of the program.
   b. Enrolling students into Continuing Education Credit program course-sections
   c. Ensuring that system controls have been implemented to make sure that only admitted students to this Continuing Education Credit Program can enroll in courses associated with such program.
   d. Ensuring the academic integrity of the program, including that the same policies and practices related to admission, curriculum, instruction, and evaluation are applied equally to regular credit programs/courses.
   e. Ensuring that the policies stated in this document are adhered to.
   f. Ensuring that student learning and program outcomes are tracked and achieved.
   g. Providing the required financial management of the program and adhering to cost recovery requirements if self-supporting. Please refer to CE Credit Budget Template in Appendix 111.
   h. Providing data, as requested by APA, that is needed to complete reports requested by the university, BOT and the BOG.

3) All paperwork requesting and supporting fee changes to existing programs must be submitted to APA no later than March 5. APA will forward requests to the Provost Office.

4) Full-time faculty must deliver at least 60% of the program.

5) APA will maintain on its website information on all Continuing Education Credit programs, standalone courses and certificates, provided by program administrators.

6) International dual degree students in Self-Supporting/Market Rate programs can be enrolled in sections cross-listed with E&G funded classes. However, the instructional costs for the International dual degree students must be paid from auxiliary funds. The academic unit sets the instructional cost for these students based on enrollment.

7) A current graduate self-supporting program is eligible to be proposed as a Market Rate Tuition program.

8) Continuing Education Credit programs held in an E&G classroom facility will be charged a rental fee. The total rental cost for a program is calculated as number of days (or fraction of day) of use during the year, times the daily PO&M cost. For 2018-19, the room rental fees will be:

<table>
<thead>
<tr>
<th>Price x Sq Ft</th>
<th>Avg Room Sq Ft</th>
<th>Day in Year</th>
<th>1 Day</th>
<th>1/2 Day</th>
<th>1/4 Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 11.13</td>
<td>997</td>
<td>365</td>
<td>$30.39</td>
<td>$15.19</td>
<td>$ 7.60</td>
</tr>
</tbody>
</table>
Course Scheduling and Registration Actions Required Each Semester for Continuing Education Credit Programs

The following actions are required:

1) APA requests PantherSoft Campus Solutions access from Enrollment Services and Student Financials for College/School if College/School will be responsible for scheduling and registration.

2) APA or College/School will create course/section in PantherSoft (following a dynamic calendar if required) with all appropriate information required (i.e. Days, Times, Capacity, etc.).

3) APA or College/School will make any necessary changes to courses during course adjustment period or in conjunction with the Office of Class Management.

4) APA or College/School will ensure that students have been term-activated for the respective term to allow registration to occur.

5) Depending on the course and program type, APA or College/School registers students using individual or block enrollment, or arranges for registration by either publishing the course where the students can register themselves online or at the Registrar’s Office where the Registrar’s Office performs cohort or other specific registrations.

6) APA arranges for waivers (i.e., immunization), if applicable.

7) Registrar’s Office will automatically create class rosters for non-dynamically dated course.

8) APA does the following:
   a. Adds fees to the course/sections using the appropriate item type.
   b. Creates dynamically dated courses.
   c. Creates grade rosters for dynamically dated courses.
Required Annual Financial Management – Credit

Financial Management performed by the College/School:

1) Develop annual Continuing Education Credit program budgets for the next academic year and enter into PantherSoft Financials, per deadlines set forth by Academic Affairs during each FIU budget season.
2) If shared services are included in the budget (e.g., marketing, technology, financial management), College/School must ensure that these services are charged proportionately to a program. List the total budget for each shared service and the percentage (%) of budget to be charged to each program. Verify that these Shared Services are provided from auxiliary accounts and not E&G. Specify the methodology for allocating these Shared Services to each program.
3) Year End review & analysis of each program’s budget to actual revenues and expenditures.
4) All fees, revenues, and expenditures, whether charged, allocated or collected, should be tied directly to the program’s activity code in PantherSoft and not another funding source.
5) For Sponsored Credit Institutes, billing and collecting from sponsor.

Financial Management performed by APA:

1) Monitor ending year balances for Self-Supporting programs.
2) Collect and process annual Tuition/Fee-change-requests for Continuing Education Credit programs from Colleges/Schools for the next academic year. Requests are due March 5. The Provost Office approves new fees.
3) Collect, evaluate and process new Market Rate Tuition program proposals and budgets from Colleges/Schools, maximum of 5 each academic year for FIU. These proposals are subject to review and approval by the Senior Director and Assistant Vice President of APA, Academic Affairs, the Provost’s Office, FIU BOT, and Florida BOG.
4) Provide program fiscal reporting & analysis to Academic Affairs, the Provost Office, the FIU BOT, Florida BOG, and other interested parties, per request.
5) Administer the collection and reimbursement of applicable fees to APA, Academic Affairs, and any other Department/College/School/Entity through PantherSoft Financials and Campus Solutions.
**General Guidelines for Continuing Education Non-Credit Programs, Standalone Courses, and Certificates**

**Authorization:**
APA has been designated as the administrative unit under which non-credit programs, courses, and Continuing Education Unit (CEU) certificates are reported. Authority for offering non-credit programs, courses, and certificates under the auspices of and carrying the name of Florida International University comes from BOG Regulation 8.002. SACSCOC requires institutions to provide a clearly identifiable organizational unit under the direction of a designated administrative officer for the purpose of coordinating noncredit educational activities. The Senior Director and the Assistant Vice President of APA are the designated administrative officers.

The responsibilities of APA include the following:

1) APA is responsible for developing and offering its own set of non-credit programs in partnership with Colleges/Schools, as appropriate, to fulfill the mission of the University and to serve the community.

2) APA can assist in coordinating Continuing Education Non-Credit Programs offered by various academic units within the university. This coordination includes (1) maintaining a current inventory in SharePoint of all CEU certificate programs offered throughout the university, (2) ensuring that the operations of Continuing Education Non-Credit programs adhere to university, SACSCOC, and BOG policies; (3) ensuring the overall quality of Continuing Education Non-Credit programs offered by the university, and (4) providing reports on non-credit activities as requested by BOT, BOG, and SACSCOC.

Other oversight responsibilities include:

1) APA will be the arbiter of any conflicts between Colleges/Schools over the offering of non-credit programs, standalone courses, and non-credit certificates.

2) APA will maintain, on its website, information on all Continuing Education Non-Credit programs, standalone courses and non-credit certificates.

APA will receive a fee of 1% of gross revenues from non-credit activities undertaken by Colleges/Schools to cover the cost of APA’s oversight of these programs as described in the section “General Principles for Continuing Education Non-Credit Programs, Standalone Courses, and Certificates.”

APA is the official authority for granting CEUs. APA has the responsibility for reviewing, approving, reporting, and maintaining permanent records for, and issuing transcripts for all CEU activities at FIU. The application fee for the review and awarding of CEUs is $250 per program and $50 per participant requiring a CEU certificate.

For Colleges/Schools that wish to offer CEUs, the information below will be required for each program. Please request this information from APA-CE. Please note that APA-CE has to approve CEU requests prior to execution of program. Upon delivery of CEU certificates to the College/School, APA-CE will invoice for the application fee and CEU certificates. Please refer to Appendix V.

1) CEU Request Form
2) CEU Analysis Checklist for Granting CEUs
   a. Learning Environment and Support Systems to be Used
   b. Learning Event Planning
   c. Learning Outcomes
   d. Planning and Instructional Personnel CVs
   e. Content and Instructional Methods
3) Program Evaluation
4) Assessment of Learning Outcomes
5) Certificate Information

For Colleges/Schools that wish to offer Continuing Education Non-Credit programs, APA delegates to them authority to do so under the following terms and conditions:

1) Establish an administrative unit(s) through which Continuing Education Non-Credit programs will be offered and provide APA with the name of the administrator responsible for Continuing Education Non-Credit in the School/College.

2) Submit proper forms to the Office of Financial Planning and Strategic Development to establish a separate, identifiable auxiliary account for Continuing Education Non-Credit revenues and expenditures.

3) Perform required financial management activities as detailed in section “Required Annual Financial Management-Non-Credit”

4) Adhere to university policies as they relate to registration, collection of fees, reimbursement of expenses, compensation of instructors, maintenance of student records and assessment.

5) Conduct an evaluation of each Continuing Education Non-Credit program offered. At a minimum, this requires a student satisfaction survey.

6) The College will be required to submit bi-annual reports to APA on or by January 15 and July 15 of each year on its non-credit courses and/or programs offerings. (Note that each offering of a particular program must be reported separately). In these reports, each College/School will be asked to provide the following for each program offering:
   a. name of each program offered,
   b. dates program offered,
   c. number of total contact hours
   d. number of days in program
   e. number of participants per program offered
   f. location where each program offering occurred if Face to Face (FTF),
   g. total revenues collected per program offering
   h. the activity number/s where program revenues were deposited into
   i. name of program manager for the program offering

7) The January submissions will report on all non-credit activity that occurred between July 1 and December 31, of the previous year. Similarly, the July 15 submissions will report on all non-credit activity that occurred between January 1 and June 30, of the current year. A spreadsheet to record this information will be provided by APA.
**Required Annual Financial Management - Non-Credit**

Financial Management performed by the **College/School**:  

1) Develop annual Continuing Education Non-Credit budget for the next academic year and enter into PantherSoft Financials, per deadlines set forth by Academic Affairs during each FIU budget season. Subject to review and approval by Academic Affairs. A sample budget can be found on Appendix VI.  

2) Prior to the offering of a specific Non-Credit Continuing Education program, the unit will prepare the program budget to determine that all applicable costs will be recovered. The budget must address participant fees, faculty/adjunct compensation, overhead, marketing, and any other direct costs of the activity.  

3) Perform Year End review and analysis of Continuing Education Non-Credit budget to actual revenues and expenditures.  

4) All fees, revenues, and expenditures for Continuing Education Non-Credit, whether charged, allocated, or collected, should be tied directly to the Non-Credit Continuing Education activity code in PantherSoft Financials, and not another funding source.
# Appendix I

## Continuing Education Credit Program Fees

<table>
<thead>
<tr>
<th>Academic Year 2018-19</th>
<th>UG Fees</th>
<th>Grad Fees</th>
<th>Regular Tuition</th>
<th>Continuing Education Credit Programs</th>
<th>Continuing Ed Non-Credit</th>
<th>Fully Online UG TFE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>On campus</td>
<td>Off campus</td>
<td>Offshore</td>
</tr>
<tr>
<td>Curricular Student Credit Hours</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Cost Recovery Only</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td><strong>Student Fees:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In State per credit hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>157.36</td>
<td>379.95</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>CITF</td>
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<td>6.76</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics (all)</td>
<td>16.10</td>
<td>16.10</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>A&amp;S Fee</td>
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<td>14.85</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>5.25</td>
<td>18.99</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Student Financial Aid</td>
<td>5.25</td>
<td>18.99</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Out of State per credit hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td>157.36</td>
<td>379.95</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITF</td>
<td>6.76</td>
<td>6.76</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
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<td>Athletics (all)</td>
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<td>16.10</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>A&amp;S Fee</td>
<td>14.85</td>
<td>14.85</td>
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<tr>
<td>Technology Fee</td>
<td>5.25</td>
<td>18.99</td>
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<td>X</td>
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<tr>
<td>Student Financial Aid</td>
<td>5.25</td>
<td>18.99</td>
<td>X</td>
<td>X</td>
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<td>Non-Resident Fee</td>
<td>393.62</td>
<td>520.05</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<td>Non-Resident Student Financial Aid</td>
<td>19.68</td>
<td>26.00</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Online Distance Learning Fee per section ($67.50 to Online/$22.50 to Unit)</td>
<td>90.00</td>
<td>cost</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester Fees:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>Parking</td>
<td>90.70</td>
<td>90.70</td>
<td>X</td>
<td>X</td>
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<td>Parking (Summer)</td>
<td>84.58</td>
<td>84.58</td>
<td>X</td>
<td>X</td>
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<td>X</td>
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<tr>
<td>Health</td>
<td>93.69</td>
<td>93.69</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Athletic</td>
<td>10.00</td>
<td>10.00</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Off-campus fee</td>
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<td>cost</td>
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<td>Annual Fees:</td>
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<td>10.00</td>
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<tr>
<td>Required Fees for Academic Affairs and Auxiliary Enterprise</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic overhead fee (on revenues)</td>
<td>10%</td>
<td>10%</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Shared services fee (on expenses)</td>
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<td>7%</td>
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<td>Required Fees for APA - CE</td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Centralized on revenues</td>
<td>1%</td>
<td>1%</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CEU Charge per program</td>
<td>500.00</td>
<td>500.00</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required Fees for FIU Online for Fully Online Degree Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational Cost per CSU</td>
<td>90.00</td>
<td>90.00</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Optional Marketing and Recruiting Services</td>
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<td></td>
<td></td>
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<tr>
<td>Option 41: Academic Unit funds all marketing and recruiting</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Strategic Marketing Consulting and Planning Fee per year</td>
<td>50,000.00</td>
<td>50,000.00</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Recruitment (Call Center) cost per newly enrolled student</td>
<td>25,000.00</td>
<td>25,000.00</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Option 42: FIU Online Marketing and Recruiting - Academic Unit Choice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Strategic Consulting, Enrollment Services, Media Spend</td>
<td>TBD</td>
<td>TBD</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**
- X: Currently assessed fee
- currently not assessed or not applicable: X

---

**Note:**
The table reflects fees and charges for Continuing Education Credit Programs for the academic year 2018-19. The fees are categorized into curricular student credit hours, cost recovery only, and student fees. The fees include tuition, CITF, athletics, A&S fees, technology, and student financial aid for both in-state and out-of-state students. Additionally, there are semester fees for parking, health, athletics, and off-campus fees. Annual fees include academic overhead and shared services fees. Required fees for Academic Affairs and Auxiliary Enterprise, APA-CE, and FIU Online for Fully Online Degree Programs are also listed. Optional marketing and recruiting services include strategic marketing consulting and planning, and recruitment activities. The fees are presented in a tabular format for clarity and ease of reading.
Appendix II

Continuing Education Credit Program Feasibility Study

Academic units must obtain approval for a new Continuing Education Credit program from the Provost. A new program must have gone through all the official approvals before it can be approved as a Continuing Education Credit program. A feasibility study must be submitted to APA at least six (6) months prior to the proposed starting date. Based on the Feasibility Study, APA will make a recommendation on whether to proceed or not with the proposed Continuing Education Credit program.

The Continuing Education Credit Program Feasibility study contains the following information:

1) Program name/degree
2) Department and College
3) Faculty Director
4) Proposed implementation date
5) Program Description including goals and objectives, level and emphasis, targeted population, and partnering institution as applicable
6) Program needs assessment (market demand, ROI analysis, and value to the mission of the university, SWOT analysis, distinctiveness of program, rationale)
7) Statement from the Office of APA that program meet SACSCOC standards and criteria.
8) If new degree program or new track, statement that all university approvals, with dates of approval, have been obtained.
9) Curriculum (Program of study)
10) Budget template as shown in Appendix III.
11) Budget Supporting Information
   a. Description of how instructional cost was calculated.
   b. Information on any Shared Services (e.g., marketing, technology, financial management) included in the budget that are charged proportionately to a program. List the Shared Services and the budget for each. Specify the methodology for allocating these Shared Services to the program.
   c. Description of how marketing and recruiting will be carried out. Specify salaries allocated to these functions or amount paid to third party providing these services. Also, specify the amount of funds allocated to direct marketing spend.
   d. Description of support services to be provided and the salaries allocated to these services.
12) If self-supporting, budget that is cost-recovery with no surplus.
13) If Market Rate Tuition program, justification of market price.
14) For Market Rate Tuition Program, Market Rate Tuition BOG form See Appendix IV.
15) Assessment of impact on programs currently offered. Statement that program will not supplant E&G funded enrollment in similar program.
16) Space requirements.
17) Faculty names and short CVs.
18) Student learning and program outcomes (e.g. learning goals, student credit hours, degrees, certificates, student satisfaction surveys, job placement, etc.)
19) Start-up funding source, if required
# Appendix III

## Continuing Education Credit Program Budget Template

**Program Title:** .................................................................  
**Academic Unit:** .................................................  

**Type:** .................................................................  
**Cohort:** .........................................................  

**Panthersoft Auxiliary Activity Code:** ...........................................  
**Term:** .........................................................  
**FY:** ......................................................  

### Course Fees
- **Course fees per student:** Resident  
  **Program fees per student:** Resident  
- **Course fees per student:** Non-Resident/International  
  **Program fees per student:** Non-Resident/International  

### Program Fees
- **Gross Revenue (80% Resident + 20% Non-Resident):** -  
  **Less Per Credit Hour Student Fees (75.69/101.69):** -  
  **Less Annual/Semester Student Fees:** -  
  **Total Net Revenue:** -  

### Fixed Costs

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Unit Cost Qty Sub-Total</th>
<th>Unit Cost Qty Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Salaries (Inloads)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Fringe Benefits (Faculty Inloads)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Faculty Salaries (Overloads)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Fringe Benefits (Faculty Inloads)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Faculty Director AI</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Faculty Salaries</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>A&amp;P Salaries</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>A&amp;P Fringe Benefits</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total A&amp;P Salaries</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Administration/Staff Development</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Faculty Development</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Equipment</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Photocopies/Duplicating</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Supplies</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Guest Speaker Costs</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Professional Development Seminars</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Advisory Board Meetings</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Marketing/Advertising Costs</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Shared Services Fee</td>
<td>7%</td>
<td>7%</td>
</tr>
<tr>
<td><strong>Total Fixed Costs</strong></td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Variable Costs

<table>
<thead>
<tr>
<th>Expense Description</th>
<th>Unit Cost Qty Sub-Total</th>
<th>Unit Cost Qty Sub-Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Scholarships</td>
<td>36</td>
<td>40</td>
</tr>
<tr>
<td>Student Course Materials, Cases</td>
<td>36</td>
<td>40</td>
</tr>
<tr>
<td>Student Meals</td>
<td>36</td>
<td>40</td>
</tr>
<tr>
<td>Student Events</td>
<td>36</td>
<td>40</td>
</tr>
<tr>
<td>Shared Services Fees</td>
<td>7%</td>
<td>7%</td>
</tr>
<tr>
<td>Bad Debt (0.6% of Gross Revenue)</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>UC Fee (1% of Gross Revenue)</td>
<td>1%</td>
<td>1%</td>
</tr>
<tr>
<td>AA Fee (10% of Gross Revenue)</td>
<td>10%</td>
<td>10%</td>
</tr>
<tr>
<td>Academic Unit - Fee (35% of Gross Revenue)</td>
<td>30%</td>
<td>32%</td>
</tr>
<tr>
<td><strong>Total Variable Costs</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Unit Variable Cost</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Cost</strong></td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Surplus</strong></td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

### Breakeven Analysis

- **Contribution Margin:** -  
- **Breakeven Units:** -  
- **Breakeven Revenue:** -
Appendix IV

Market Rate Form

State University System
Florida Board of Governors
Request to Establish Market Tuition Rates – Regulation 7.001(15)

University: Florida International University
Proposed Market Tuition Program:

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Board of Trustees approval date:</td>
</tr>
<tr>
<td>Proposed Implementation Date (month/year):</td>
</tr>
<tr>
<td>Graduate online or Graduate Continuing Ed. Course:</td>
</tr>
<tr>
<td>CIP Code:</td>
</tr>
</tbody>
</table>

**Description of the Program and the Market Tuition Rate Process**

Describe the program and explain the process used to determine market tuition.

**Mission Alignment**

Describe how offering the proposed program at market tuition aligns with the mission of the university and the Board strategic plan:

**Declaratory Statement**

Provide a declaratory statement that the policy will not increase the state’s fiscal liability or obligation and that the Market Tuition Rate program cohorts will not supplant an existing E&G funded degree program in the same discipline:

**Restrictions / Limitations**

Identify any proposed restrictions, limitations, or conditions to be placed on the policy:

**Accountability Measures**

Indicate how the university will monitor the success of the policy. Provide specific metrics that will be used.
### Course Availability
Explain how the university will ensure that sufficient courses are available to meet student demand and facilitate completion of each program submitted for consideration. Will any similar E&G courses be eliminated or scaled back if this program is implemented?

### Economic Impact
Provide economic impact that this proposal will have on the university and the student, anticipated revenue collection, how the revenue will be spent, whether any private vendors will be used, and which budget entity the funds will be budgeted.

### Other Information
Provide any additional information if necessary, and complete the attached supplemental form.
Appendix V

Continuing Education Units (CEUs) Request Form

Continuing Education Units (CEUs)
A CEU is defined as ten contact hours of interaction between the instructor and the participant in a Florida International University (FIU) recognized continuing education experience under responsible sponsorship, capable direction and qualified instruction with measurable learning outcomes.

The number of CEUs is determined and approved by the director or manager of Academic Planning and Accountability (APA)'s Continuing Education (CE) unit, upon recommendation by the program director. The application fee for the review and awarding of CEUs is $250 per program. The fee per participant requiring a CEU certificate is $50. These fees include the reviewing, approving, reporting, issuing of transcripts and maintenance of permanent records for the CEUs.
To request CEUs, please complete this following form and submit via e-mail, fax, or in person, along with the supporting documents to:

Continuing Education Manager
11200 SW 8th Street
MARC 251
Miami, FL 33199
Email: continue@fiu.edu
Phone: (305) 348-2800 - Fax: (305) 348-1755

Program Title: ________________________________________________________
Target Audience: ______________________________________________________
Academic Sponsor: ____________________________________________________
Co-Sponsor (if any):____________________________________________________
Program Contact: ______________________________________________________

The following information must accompany this CEU application for:

1. CEU Analysis Checklist for Granting CEUs
   i. Learning Environment and Support Systems to be Used
   ii. Learning Event Planning
   iii. Learning Outcomes
   iv. Planning and Instructional Personnel CVs
   v. Content and Instructional Methods

2. Program Evaluation
3. Assessment of Learning Outcomes
4. Certificate Information

_________________________________       __________
Academic Sponsor Signature               Date

Approval Recommended:

_________________________________       __________
APA Signature                         Date
Appendix VI

Continuing Education Non-Credit Program Budget Template

<table>
<thead>
<tr>
<th>Florida International University</th>
<th>Continuing Education</th>
<th>Proposed Budget for Non-Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Number of Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cost per student</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expenses - Fixed Cost</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructional Cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordination &amp; Management</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OPS Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fringe Benefits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Photocopies/Duplicating</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies/Course Materials/Certificates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketing/Advertising Costs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Translation Services</td>
<td></td>
<td></td>
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<tr>
<td>Transportation</td>
<td></td>
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</tr>
<tr>
<td>Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance/Facilities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Food</td>
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<td></td>
</tr>
<tr>
<td>Professional Development</td>
<td></td>
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<tr>
<td>IT Support/ Website</td>
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<tr>
<td>Classroom Rental -</td>
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<tr>
<td><strong>Total Fixed Cost</strong></td>
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</tr>
<tr>
<td><strong>Auxiliary Charges</strong></td>
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</tr>
<tr>
<td>Shared Services Fee - 7%</td>
<td></td>
<td></td>
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<tr>
<td>Compliance and Reporting Charge - 1%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Unit %</td>
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<td></td>
</tr>
<tr>
<td><strong>Total Auxiliary Charges</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td><strong>Net Profit (Loss)</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>