



Policy

Distance Education Access Fee Waiver, Faculty and Staff
Effective Date: June 2020

FS.804.1

Purpose Statement:

The Dakota College at Bottineau (DCB) Distance Education Access Fee Waiver policy provides guidelines for waiving the Distance Education Access Fee.

Policy:

All courses offered in an Online modality are assessed the DCB Distance Education Access Fee, unless determined otherwise noted in the guidelines below. Guidelines for Determining Courses for Which Distance Education Access Fee is Waived:

The following list provides examples of courses for which the Distance Education Access Fee may be waived:

- Cooperative Education courses – Waived for all students
- Independent Study courses – Waived for all students
- Dual Credit Online courses – Waived for all students
- Farm Management Program – Waived for all students
- North Dakota Agriculture Consortium (NDAC) courses – The fee is only waived for students enrolled in the on-campus agriculture program at DCB. *
- Northern Information Technology Consortium (NITC) courses – The fee is only waived for students enrolled in the on-campus NITC program at DCB or MSU.*
- Cancellation of On-Campus courses - This only pertains to a cancelled course that was scheduled to be offered in an On-Campus modality, for the active term, and had enrollment prior to the cancellation being determined.
 - The Director of Distance Education will be notified prior to a course being cancelled with the intent of moving enrolled students into an Online modality. This is to reduce potential issues involving course creation and enrollment within the Learning Management System.
- Distance Education Access Fees will not be waived to allow for on-campus students to enroll in an online course based only on the course not being offered in an On-Campus modality. One of the exceptions above must apply in order for the Distance Education Access Fee to be waived.

*Every semester, the Associate Dean of Academic and Student Affairs will provide the Distance Education office with the NDAC and NITC schedules. From those schedules, multiple online sections will be created for courses that are offered online in these programs. A separate section will be created for students in the on-campus programs at DCB and MSU (if applicable), without the access fee. Similarly, for students who were enrolled in an On-Campus course that has been cancelled, a separate section will be created for the on-campus students, without the access fee. An enrollment key will be required for students to enroll in these courses, which will prevent students from accidentally registering in this section. A regular online section will be created and open to all students. This section will include the access fee.