

MUO PAYMENT PROCESS

THE SEVEN STEPS

1

Securing Funding

The department / division housing the program secures funding for online course development stipends.

2

Receive Course Development Agreement

You receive the course development agreement from Miami Online.

3

Department Chair Decides Payment

Your department chair specifies the amount of payment: use this information to complete the agreement.

4

Sign Course Development Agreement

You sign the Course Development Agreement and pass it on to your chair. The required parties sign the agreement.

5

Course Development

You develop your course with support from Miami Online's learning design and media teams.

6

Quality Review

The student success team reviews your course design and confirms the course is ready to launch.

7

Payment

Miami Online notifies your department to disburse payment to you.