



## Digital Fundamentals for Teaching and Learning (DFTL) Course Stipend Request Form

Per the [SEIU MOA FY25](#), eligible part-time faculty who register for and complete the College's mandatory Digital Fundamentals for Teaching and Learning (DFTL) Course after September 1, 2024, will be provided a one-time stipend of four hundred dollars (\$400.00). **Required documentation to process DFTL stipends includes a complete DFTL Stipend Request Form signed by the supervisor and the Dean of MC Online and Academic Support, and an attached transcript proving successful completion of the course. Email completed DFTL Stipend Request Forms to [HRRecords@montgomerycollege.edu](mailto:HRRecords@montgomerycollege.edu).**

### Eligibility Criteria

- SEIU Bargaining Unit Member
- Completed full DFTL course (20 hours)
- Course registered and completed after September 1, 2024

### Part-time Faculty Information

Name			
M Number		Date DFTL Completed	

**Attach Learning Transcript that shows completed status and date (View the [Learning Dashboard](#) and [Viewing Transcript Job Aid](#))**

**Account Number to be charged** (should be primary department)

Cost Center	Fund	Program	Discipline

### Required Signatures

_____ Part-time Faculty	_____ Date
_____ Supervisor	_____ Date
_____ Dean of MC Online and Academic Support	_____ Date