



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 the completed DFTL Stipend Request Forms to HRRecords@montgomerycollege.edu.

Eligibility Criteria

- SEIU 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