Post-baccalaureate programs (this includes capstone certificates as well as graduate-level majors or named options) that meet certain criteria may be allowed to have paid tuition returned to the program. For programs that meet these criteria and are willing to operate under different rules, paid tuition for their program will be made directly available to the program through a Fund 131 account.

These programs differ from the standard model for programs supported through traditional/101 funding; in the standard model and all paid tuition is pooled centrally and allocated to school/colleges and administrative units to support the academic and instructional infrastructure. The rules associated with non-pooled tuition programs are designed to protect the tuition pool and support program success.

This document outlines the planning considerations and criteria for non-pooled tuition programs, in addition to requirements for regular academic program approvals.

Sections:
- Planning - First Steps for Non-Pooled Programs Page 1
- Planning – Preparing for Academic and Budget Approval Page 2
- Implementation – First Steps for Non-Pooled Programs Page 3
- APPENDIX A. Core Criteria Checklist Page 4
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Planning - First Steps for Non-Pooled Programs

1. The first step in planning a non-pooled tuition program is to discuss intention to offer such a program with the school/college associate deans for academic affairs and for budget/finance. This discussion should include an honest review of how your program fits the core criteria – see the checklist in Appendix A. The associate deans must be involved throughout the planning and approval process and eventually will approve the plans and budgets for the non-pooled tuition model before the program is submitted for academic approval.

2. The next step is for the core planning team for the non-pooled tuition program to meet with the EI program team, including Tim Norris (Madison Budget Office), Jocelyn Milner (Academic Planning and Institutional Research), Katy Duren (Continuing Studies), and Marty Gustafson (Graduate School), who will help assess whether the proposed program is appropriate for a non-pooled tuition model and will meet the core and additional requirement criteria.
   - Meetings are scheduled for the first Tuesday of every month.
   - The school/college budget officer and associate dean for academic affairs and a program faculty
leader must attend the meeting or provide a written statement of support for the program that is being planned.

- The core requirement criteria checklist (Appendix A) must be completed and will be reviewed at the meeting. The additional requirements checklist (Appendix B) should also be reviewed; if the program has questions about the checklists, this is the time to ask for clarification.

- Because one of the requirements is that the non-pooled tuition program can be distinctly identified, an academic proposal for a new program will be required. The program faculty must provide a short draft document that provides an outline of information to be included in the academic proposal for the program at the first meeting. (See resource section or consult Jocelyn Milner, APIR.)

- The program planners will get verbal feedback at the meeting as to whether the program meets the criteria and can proceed with planning as a non-pooled program.

3. Programs should continue to consult early and often in the process with their school/college Budget Officer and with Tim Norris, director of the Madison Budget Office, to identify and work through any potential financial problems or questions.

4. For academic planning considerations associated with a graduate degree/major, graduate option, or Capstone certificate approval, the program leaders should consult regularly with Jocelyn Milner (APIR) and Marty Gustafson (Graduate School).

Planning – Preparing for Academic and Budget Approval

1. Program faculty and staff must prepare a full academic proposal for the new program. See Appendix D for links to guidelines for new master’s programs, named options, and capstone certificate programs. Consult Jocelyn Milner, APIR, and Marty Gustafson, Graduate School.

2. Program faculty and staff must continue to work with their school/college Budget Officer on the budgetary considerations. Consult Katy Duren, DCS, and Tim Norris, Madison Budget Office.

3. When planning has reached a point that the proposal is ready to be considered by the school/college academic planning council or equivalent governance body, the program faculty leader, program coordinator, Budget Officer, and academic dean return to a meeting of the EI programs team.

- Meetings are scheduled for the first Tuesday of every month.

- The school/college budget officer and associate dean for academic affairs a program faculty leader and other members of the program staff must attend the meeting or provide a written statement of support for the program that is being planned.

- The core and additional requirement criteria checklists (Appendix A, B) must be completed and will be reviewed at the meeting.

- The final proposal for the academic program must be provided in advance and will be discussed at the meeting.

- The program planners will get verbal feedback at the meeting as to whether the program meets the criteria and can proceed to the governance process (school/college APC, GFEC, UAPC) as a non-pooled program.

4. The program proposal now moves into governance approval. Budget planning may also be continuing but budgets per se are not approved in governance. After the program is approved by the school/college APC, the Graduate Faculty Executive Committee (GFEC) and the University
Academic Planning Council (UAPC), a memo is generated from the Provost’s Office that notifies campus operational offices of the new program.

**Implementation – First Steps for Non-Pooled Programs**

1. After receiving the formal memo of program approval, the Registrar’s Office (Suzanne Broadberry) does initial set up of new program, plan and/or subplan as appropriate.

2. The program’s School/College Budget Officer and any program/department budget people will meet again for an implementation meeting with the EI/non-pooled tuition campus team to confirm implementation details and to answer questions. Meetings are scheduled for the first Tuesday of every month. The implementation checklist (Appendix C) must be completed and will be reviewed at the meeting. The “Item Type Form” will also be completed; this form is handled by the school/college budget office.

3. The school/college Budget Officer will designate the department ID to which the non-pooled tuition should be directed.

4. Registrar’s Office (Craig Stevens) sets up the criteria in PeopleSoft-Student Financials and approved tuition/fees (triggered by the academic programs assigned plan or subplan codes). This allows the tuition to be directed to the appropriate department ID.

5. The program is added to the list of non-pooled tuition programs by APIR. If needed, the Madison Budget Office staff adds the program to non-standard tuition spreadsheet and reporting structure.
APPENDIX A. CORE CRITERIA CHECKLIST
FOR ACADEMIC PROGRAMS WITH NON-POOLED TUITION

1. New and Additional Student Enrollments to Support Program Costs
   □ The program must bring in NEW and ADDITIONAL students. Overall enrollment in all other school/college programs must not be eroded. The program cannot compete with or draw students away from existing programs that support the central tuition pool.
   □ Faculty/staff must plan for sufficient enrollments to have enough tuition to cover instructional, direct student support costs, and any other fixed or required costs. Experience shows that enrollments of at least 30 students are necessary to have enough tuition to meet direct program costs.
   □ School/college Budget Officers must be involved in planning and must approve plans and budgets for these programs before the program is submitted to the school/college APC for academic approval.

2. Designed for Non-Traditional Students
   □ Has an applied, practice-oriented curriculum, or integrates practice with theory
   □ Is offered in a modality that allows non-traditional audiences to attend (evening, weekend, online, intensive, or some combination)
   □ Has demonstrated a workforce demand for the program graduates
   □ Has defined learning goals that are oriented to market considerations
   □ Has a clearly defined curriculum that is “self-contained”, meaning that program students are confined only to courses from the approved, prescribed curriculum
   □ Has a clearly defined (often lockstep) curriculum with few options or electives that follows a predictable timeline for offerings and completion

3. Distinctly Identifiable Program (Code) With Governance Approval
   □ The program must be distinctly identifiable in the student record system, either as a degree/major or as an option of a degree/major, or as a Capstone certificate.
   □ The program must develop a proposal for the academic approval process, during which it must demonstrate that the school/college Dean and Budget Officer are aware and supportive of the program being run on a non-pooled tuition model.
APPENDIX B. ADDITIONAL REQUIREMENTS CHECKLIST
FOR ACADEMIC PROGRAMS WITH NON-POOLED TUITION

Use this checklist in conjunction with the Core Criteria Checklist

If core criteria are met, the program must adhere to the additional requirements below.
Note: Not all new programs are suited for the non-pooled program requirements. New programs that seek to take advantage of a wide range of course and curricular/program offerings on campus and are not market-oriented should be developed under traditional (101) pooled tuition funding models.

1. Fiscal Requirements:
   - School/college budget officer has approved the budget and fiscal plan.
   - School/college dean and budget officer are committed to assuming fiscal responsibility for costs not covered by non-pooled tuition to the program. The school/college will back up the budget with a commitment to cover any costs not met from tuition from other sources.
   - The program structure fits within standard academic administrative structures and allocates expenses of the program so that the program does not create additional burdens on traditional/101 program resources or student services such as advising, ESL, Registrar’s Office, Bursar’s Office, Graduate School and other support services.
   - Programs have two options for tuition. One option is to charge standard graduate tuition according to the UW-Madison tuition schedule. This includes standard rates for WI resident, MN, and non-resident students and any compulsory fees that apply. Or, for fully online programs, they have the option of charging all students one of tuition tiers (Appendix D). Although not currently allowed, it is potentially possible in the future the tiered tuition may be available to face-to-face programs.
   - Because students who have graduate assistantships receive tuition waivers, some non-pooled tuition graduate degree programs choose to prohibit students from accepting a graduate assistantship (RA/TA/PA). If a program allows their students to take graduate assistantships they it must forgo the tuition revenue. To ensure full receipt of non-pooled tuition and to counter challenges from students, the program must adhere to the following:
     - The program faculty/staff must disclose this program policy to students in the recommendation of admission letter, program website, program handbook, and program orientation.
     - Please see Appendix E for links and Appendix F for a sample of a specific non-pooled program template for a recommendation of admission letter and a general template for a program handbook. The program faculty/staff must provide details on this and any other program policies the program handbook in at least the following areas: satisfactory progress (good standing) requirements, any ways to return to good standing, and a program grievance process if done does not already exist.
2. **Requirements for International Students:**
   - Programs may not admit students who need ESL services without building sufficient ESL support into their fiscal model, and having an explicit MOU with the ESL provider about funding to support the ESL services.
   - Graduate degree/major programs must use Graduate School standards for English Proficiency. Capstone certificates should be designed so that admission requirements ensure that ESL support is not needed.
   - If the program is NOT completely online and admits international students, the program is responsible for honoring federal visa regulations related but not limited to: length of stay requirements for visa requests, online course restrictions for visa holders, and waiting for federal program approval (up to a year) if the program represents a new degree type or capstone certificate previously not offered at UW-Madison.

3. **Requirements for Program/Course Enrollment:**
   - Non-pooled tuition program students can only be enrolled in one program at a time; enrollment in a second major, named option, certificate program, or courses beyond the prescribed program curriculum is not permitted. Non-compliance with this requirement will jeopardize the receipt of tuition for a non-pooled program. Regular audits will be conducted to ensure these requirements are met.
   - To ensure full receipt of non-pooled program tuition and to counter challenges from students who want to be dually enrolled, the program must adhere to the following:
     - The program must provide information to students about prohibitions on concurrent program enrollment and out-of-program course enrollment. Programs must note this in recruiting materials, in recommendations of admission, on the program website, program handbook, and program orientation.
     - Please see Appendix E for links and Appendix F for language for a specific non-pooled program template for a recommendation of admission letter and a general template for a program handbook. The program faculty/staff must provide details on this and any other program policies in the program handbook in at least following areas: satisfactory progress (good standing) requirements, ways to return to good standing, and a program grievance process if one does not already exist.
     - The program communicates to students each semester prior to course enrollment the expectation that students can enroll only in program courses and not in courses outside the approved, prescribed curriculum.
     - For students who enroll in the non-pooled program and then decide they want to pursue traditional/101 programs that allow dual enrollment, the program must help the student transfer to a different program(s) that allow such activity.
APPENDIX C. IMPLEMENTATION CHECKLIST
FOR ACADEMIC PROGRAMS WITH NON-POOLED TUITION

Review compliance with core criteria and additional criteria outlined for all non-pooled programs before proceeding with this implementation checklist.
All three checklists should accompany the academic proposal when it is submitted to the Provost and Dean of the Graduate School and Provost for approval by GFEC and UAPC respectively.
The checklist will be reviewed again at the implementation meeting.

1. **Program description:**
   - Program Name:
   - Department/Academic Unit Home:
   - School/College:
   - Type of Program (Capstone, Master’s degree, Master’s degree option, Other):
   - Mode of Delivery - Face-to-Face or Online :
   - Format of Delivery – compressed, evening/weekend, part-time, other:
   - Start Dates
     - Accept applications:
     - Enroll students:
     - Web content is live:
   - Program handbook is complete
   - Non-pooled program leadership:
     - Program Faculty Director:
     - Program Coordinator :
     - Other key staff who will need to be included in communications:

2. **Fiscal Basics**
   - If the program is face-to-face, the program charges standard graduate tuition according to the UW-Madison tuition schedule.
   - If the program is on-line, the program has selected ONE of the available tuition tiers for per credit tuition. Selected per credit tuition rate:
   - The program tuition has NO non-standard features? If yes, explain:
   - The program faculty/staff and school/college budget officer have completed the “item type” form.
   - Planned enrollment generates enough paid tuition to cover instructional costs, direct student support costs, and any other fixed or required costs. Although detailed fiscal plans are not required in the academic program proposal, it is helpful to provide the following summary:

   **Fiscal Annual Summary**
   Planned enrollment:
   Est paid tuition:
Core Instructional costs:
Direct student support costs:
Overhead assessment/allocation:
Total costs:

Excess tuition available for reinvestment:
Briefly list planned reinvestment uses:

3. Administrative Basics – This section will be completed by APIR and Graduate School Staff

☐ The program has been approved by the school/college governance process. Date:
☐ The program has been approved by the Graduate Faculty Executive Committee. Date:
☐ The program has been approved by the University Academic Planning Council. Date:

☐ Program Code/Name Specifics
  ☐ Program Name:
  ☐ Plan Code:
  ☐ Subplan Code (if applicable):
  ☐ Effective date for first enrollment:
  ☐ Nontraditional?
  ☐ Online/Distance?
  ☐ Educational Innovation?

☐ Program has provided content for the Graduate Catalog including details for their “Satisfactory Progress and Program Requirements” chart
☐ Program has provided content for the Graduate School website and the campus Career Portal
APPENDIX D. LIST OF ADDITIONAL RESOURCES

Program Proposal Resources

- New Degrees/Majors/Named Options: http://apir.wisc.edu/degreesmajorsoptions.htm
- New Capstone Certificates: http://apir.wisc.edu/certificates.htm
- Assessment and Learning Goal Resources: http://provost.wisc.edu/assessment/
- International Student Services (Visa Policies): http://iss.wisc.edu/

Graduate Program Handbook Template: https://kb.wisc.edu/gsadminkb/page.php?id=34123
The following sections may be particularly useful:

- Satisfactory Progress – Academic Expectations
- Satisfactory Progress – Conduct Expectations
- Disciplinary Action and Dismissal
- Grievance Procedures

Graduate Program Recommendation of Admission Letter Templates:
https://kb.wisc.edu/gsadminkb/page.php?id=48416
APPENDIX E. RECOMMENDATION of ADMISSION TEMPLATE LETTER FOR NON-POOLED PROGRAMS

Found at https://kb.wisc.edu/gsadminkb/page.php?id=48416

Please see template below for appropriate language that should be used in a program’s recommendation of admission letter to students. Additional information can be included in the letter, but the first paragraph and center policy section should remain as written below.

**********************************

Dear <first_name> <last_name>,

Congratulations! I am pleased to inform you that the <program_name> <degree_goal> Program has recommended you for admission to the Graduate School at the University of Wisconsin Madison. The Graduate School will review your application to confirm you meet minimum graduate admission requirements and will send a final, official admissions decision. You can also check My UW for up-to-date information on your admission status: my.wisc.edu

There are two important policies we would like to briefly summarize for students in the <program_name> <degree_goal> program:

- **Graduate Assistantship Policy:** Students enrolled in this program are not permitted to accept teaching assistantships, project assistantships, research assistantships, or other appointments that would result in a tuition waiver.
- **Program/Course Enrollment Policy:** Students in this program cannot enroll in other graduate programs nor take courses outside the prescribed curriculum. If you intend to combine study in this program with study in other academic programs at UW-Madison please consult <program contact name> who can assist you in transferring to a different program(s) that allow such activity.

Please refer to the program handbook for full details <insert link to program handbook>.

We will be communicating with you in the weeks to come regarding such topics as your program advisor, orientation, course registration, program resources and opportunities, and other program details.

Congratulations again!

Sincerely,

<program contact name>
APPENDIX F: ONLINE TUITION POLICY SUMMARY

Educational Innovation:
Online Tuition Policy Summary

March 2, 2015
(Approved 02.17.15)

Background
The following tuition policy for online programs seeks to:

- Establish a simpler, more coherent pricing policy for online post-baccalaureate certificates and degrees
- Increase access to UW-Madison programs for out-of-state students by making online tuition pricing more transparent, and neutralizing residency issues
- Allow for competitive market pricing and make online tuition pricing more in line with peer institutions
- Grow strong, sustainable online degree programs that strategically advance UW-Madison’s mission and reputation

Approved Policy
Online programs will have two tuition choices:

- Charge the existing standard graduate tuition rate (including in-state/out-of-state structure, plateau structure, plus segregated fees); OR
- Charge market-based tuition from one of four new market-based pricing tiers.
  - Tier 1: $800/credit
  - Tier 2: $1,150/credit
  - Tier 3: $1,300/credit
  - Tier 4: $1,600/credit

Market-Based Pricing Tiers
Market-based pricing tiers will only charge tuition per credit (no credit plateaus). Programs that want credit plateaus will use the existing standard graduate tuition rate.

Segregated University Fees
The presumption will be that online programs will not charge segregated fees. Programs that will utilize services supported by segregated fees, or who have other reasons to charge segregated fees may seek permission to charge fees.

Implementation
- The policy can be immediately applied to any new programs that are currently in the academic approval process but not yet implemented.
- Programs seeking to utilize one of the market-based tuition tiers will have to show that the proposed tuition is appropriate based on established criteria such as competitive pricing norms within their discipline or among their peer competitors.
- Programs may seek permission to charge a tuition rate higher than $1,600/credit on a case-by-case basis.
- A transition plan and timeline for existing programs will be established by the Program Revenue Implementation team with the intent to use the new pricing structure for all newly admitted students in FALL 2015.