Working Definitions

1. A program is defined as a sequence or group of courses that culminate in either a degree or a certificate.

2. A University Special student is defined as not currently earning credits for a UW-Madison degree program but enrolling in UW-Madison credit courses.

A. Background

The group was charged with formulating a set of policy and procedural guidelines for use by the Vice Chancellor for Administration to direct implementation by all UW-Madison schools and colleges in determining when it is appropriate to charge nonstandard fees for programs or courses. These recommendations are intended to outline the process for implementing those nonstandard fees, and to offer guidance to schools and colleges as to which nonstandard fees may be approved at the school/college level and which nonstandard fees must be approved by the Vice Chancellor for Administration. Some basic assumptions underlie these recommendations:

1. These policy recommendations rely on and are consistent with UW System policies relating to nonstandard fees. These include: UW System policies F44 Tuition and Fee Policies for Credit Instruction; F22 Extramural Support for Instructional Programs; G29 Special Course Fees; F37 Segregated Fee Determination and Distribution; and the UW-Madison Distance Education Policy and Procedures (9/18/02).

2. The term “nonstandard fee program/course” is used to refer to any situation where students are being charged an amount that is **different from standard tuition**. Typical situations include:
   a. some amount has been added to the standard tuition (i.e. adding a distance education fee). These situations include “special course fees” as defined and addressed in System Policy G29, only if the charges are collected centrally through the Bursar’s Office.
   b. some amount has been subtracted from the standard tuition (i.e. waiving segregated fees)
   c. students are being charged an amount that is entirely different from standard tuition, based on market factors.
   d. An external grant or contract is paying some or all of the costs of the course and/or tuition.

3. These recommendations are intended to assist schools/colleges in making decisions about charging nonstandard fees for **courses**. Any decision to charge nonstandard fees for **entire academic programs** must be approved by the Vice Chancellor for Administration. For an **entire academic program**, a separate academic approval is required if the program is a distributed-delivery version of an existing degree program, or if it is an entirely new program. All new academic programs require these approvals. Consult the director of Academic Planning and Analysis/Provost’s Office for information.

4. This policy excludes special course fees as defined in G29 that are collected by departments.
5. This policy excludes Study Abroad courses, which are governed through System Policy F45.

6. This policy excludes non-credit courses.

B. Recommended Procedure for Nonstandard Fee Program/Course Approval

1. The Dean of each academic school or college on the Madison campus will designate a specific individual who has the authority to approve nonstandard fee courses (the “Dean’s designee”). Designation of representatives should be in writing and maintained in the designee’s office. The Dean’s designee is the only authority that the Registrar’s Office will accept. All other individuals who propose a nonstandard fee course must be directed to the Dean’s designee in their school or college.

2. After consulting the guidelines below, the Dean’s designee has the authority to approve the following nonstandard fees at the school/college level:
   a. Waiver of segregated fees where the student group has no access to facilities and services funded by segregated fees
   b. Waiver of out-of-state tuition for individual courses
   c. Establishment of market-based fees for individual courses if tuition funds are to be deposited into a campus central fund.
   d. Third-party deferral of tuition where RSP has verified the payment coverage of direct costs or tuition by a grant/contract or through a consortial agreement that charges and collects an instructional fee in lieu of standard tuition.

3. The Dean’s designee must get the approval of the Vice Chancellor for Administration for nonstandard tuition for entire academic programs. The designee must also get approval from the Vice Chancellor if funds from a nonstandard fee course are to go back to the school/college versus going to a campus central fund. For entire academic programs, approval of special fees does not substitute for academic approval of academic programs that are being offered in a distance education format; approval is required to offer a distributed-delivery version of an existing degree program or to implement a new degree program. Consult the director of Academic Planning and Analysis to determine if academic approvals are necessary.

4. When nonstandard fee courses have been approved for a specific student population in a course that may attract both regular full-time students and the specific student population (i.e. special students), a specific course section must be established for those special students. Access to these sections should be limited by the use of enrollment controls by the department.

5. If nonstandard fee courses are published in the university catalog/bulletin and/or timetable/class schedule, the nonstandard fee must be clearly specified.

6. Documentation justifying exceptions to regular tuition and the establishment of nonstandard fee courses must be maintained by the Dean’s designee, and submitted to the Registrar’s Office.
Nonstandard Fee Programs/Courses
Recommended Policies and Procedures for Academic Credit Programs/Courses

Tuition Assessment section. In addition, the Dean’s designee must provide an analysis of the fiscal impact to UW-Madison when approving nonstandard fee courses to the Registrar’s Office Tuition Assessment section for inclusion in their annual report to the Vice Chancellor for Administration. The analysis should at a minimum address the total net differential.

7. The Registrar’s Office will provide a summary after the completion of every term which will include a fiscal impact analysis of all approved nonstandard fee courses to the Vice Chancellor for Administration’s Office.

C. Guidelines for Making Decisions about Nonstandard Fee Courses

1. Charging Fees in Addition To Regular Tuition (G29 and UW-Madison Distance Education Policy and Procedure)

There may be circumstances where it is appropriate to charge a nonstandard course fee in addition to the regular instructional fee. For guidance in these circumstances, please refer to UW system policy G29 and the UW-Madison Distance Education Policy and Procedures. If those guidelines have been satisfied, the Dean’s designee may approve nonstandard fees in addition to regular tuition at the school/college level.

2. Charging Fees Where an Amount has Been Subtracted from Regular Tuition

   a. Waiving Segregated Fees (F44 and F37)

   The decision to waive segregated fees may be delegated to the Dean’s designee at the school/college level. The decision to allow the waiver of segregated fees must be made by determining whether the student group in question has access to (not actual use of) any of the services funded by segregated fees. If the answer to that question is yes, then segregated fees may not be waived. If the answer to that question is no, the segregated fees may be waived.

   System policy F44 states that “Segregated fees may be waived for students enrolled exclusively in courses held off-campus.” If a course enrolls both off-campus and on-campus students, a special section must be set up for the “exclusively” off-campus students in order for segregated fees to be waived for those students. Segregated fees must be charged either in their entirety or not charged at all. You cannot charge partial fee amounts.

   b. Waiving Out-of-State Tuition

   There may be circumstances where a school/college may seek to waive out-of-state tuition. Out-of-state tuition may only be waived where the criteria for “market-based” fees (outlined below) have been satisfied.

3. Charging “Market-Based” Fees in Lieu of Regular Tuition (G29 and UW-Madison Distance Education Policy and Procedure)
There may be circumstances where it is appropriate for a school/college to charge an amount for a course that is entirely different from regular tuition. This would occur where the school/college has designed a course to meet the needs of a specific audience, who are not regular students. In general, these courses will:

a. be professional development courses
b. be designed to meet the needs of a specific professional audience
c. have enrollment limited to an identified audience
d. have both a market-based and a service rationale for being offered for a fee other than regular tuition.

Where these conditions have been met, the Dean’s designee may approve the nonstandard market-based fee at the school/college level if tuition funds are to be deposited into a campus central fund.

4. Third Party Payment of Fees (F22)

There are three basic scenarios covered by this section:

a. Where an external grant or contract pays all or some of the tuition for students in the class (i.e. tuition is being charged and the grant/contract is paying it).
b. The second is where a grant or contract pays all of the direct costs of the program including instructional costs plus part or all of the indirect costs, and tuition is waived.
c. The third scenario is where courses that are funded through a consortial agreement which charges and collects an instructional fee in lieu of standard tuition. There is no grant or contract established with Research and Sponsored Programs. Often, the program may have other sources of revenue besides the instructional fee.

System Policy F22 grants authority for the Dean’s designee to approve third party payment of tuition or waiver of tuition so long as there is documentation from the Office of Research and Sponsored Programs that a grant authorizing the payment of tuition and/or costs in fact exists. If this documentation exists, then the Dean’s designee may approve the third party payment or waiver of tuition for that course.
### Q1 Are you requesting nonstandard tuition/fees for a course or program?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Treat as regular course</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td></td>
<td></td>
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</tbody>
</table>

**Examples include:**
1. Waiver of segregated fees
2. Waiver of out-of-state tuition
3. Request for market-based fees
4. Request for third-party deferral

### Q2 Is this a program or course?

<table>
<thead>
<tr>
<th>Course</th>
<th>Program</th>
<th>For approval of nonstandard fees, follow procedure outlined in this document for seeking Vice Chancellor approval.</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
<td></td>
<td>For academic approval of a distributed-delivery version of an existing degree program or implementation of a new degree program, follow procedures for new program approval. Contact the director of Academic Planning and Analysis.</td>
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<td></td>
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<td>Designee can approve course.</td>
</tr>
</tbody>
</table>

### Q3 Are tuition funds to be deposited into general tuition revenue pool?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Follow procedure outlined in this document for seeking Vice Chancellor approval.</th>
</tr>
</thead>
<tbody>
<tr>
<td>✅</td>
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**Procedure for seeking Vice Chancellor approval for nonstandard fee courses and programs:**

1. Discuss proposed course or program with Registrar/Bursar.
2. All parties complete Approval Form for Nonstandard Fee Courses and Programs.
3. Seek approval from the Vice Chancellor for Administration.
4. When approved, copies sent to School/College, Registrar’s Office, and Bursar’s Office.

**Procedure for defining courses in ISIS every term:**

1. The Registrar’s Office Tuition Assessment section requests course information for all nonstandard fee courses and programs approximately 2 months before the start of each term. An email is sent to each School/College designee. A spreadsheet is attached that the School/College designee is to complete and return by the deadline date included in the email.
2. The Registrar’s Office Tuition Assessment section receives information and sets the courses up in ISIS.
3. The Registrar’s Office Tuition Assessment section makes the complete list of nonstandard fee courses available on the web.

4. Approximately one month after the completion of every term, the Registrar’s Office Tuition Assessment section adds information to the spreadsheet (including fund coding) and sends to the Vice Chancellor for Administration.

Last updated 08/31/2006.