

Proposed Policy on Non-Standard Tuition and/or Administrative Arrangements

UMBC Policy # VIII-2.05

I. POLICY STATEMENT

It is recognized that in fulfilling UMBC's mission as a public research university and in meeting the workforce and other needs of the state, the institution will occasionally participate in programs and partnerships that may not be consistent with the University's standard tuition/administrative models. It is also recognized that these standard models, particularly with respect to the academic calendar and financial services, serve to provide uniformity, consistency and efficiency in UMBC's business practices and departure from the standard models may have financial, legal, audit and other implications for the institution. Nonetheless, a department or other entity within the University may deem it necessary to pursue a model that varies from the University's standard.

In such cases, consideration for non-standard tuition and administrative arrangements will be given to proposed partnerships that support UMBC's mission and purpose. These programs and partnerships, including grant sponsored initiatives for credit, must be reviewed and approved prior to implementation.

II. PURPOSE FOR POLICY

This document defines University Policy related to approval of non-standard tuition and administrative arrangements. The policy describes the roles of the individuals, offices, and groups involved in program approval/denial and implementation.

III. APPLICABILITY AND IMPACT STATEMENT

This policy addresses UMBC faculty and staff in all Academic and Administrative offices involved in establishing a non-standard tuition or administrative program. This applies to state supported, self supported, and/or grant supported programs.

IV. CONTACTS

Direct any general questions about this University Policy first to your department's administrative office. If you have specific questions, call the following offices:

Subject	Contact	Telephone	Email
Responsible Administrators	Lynne Schaefer	410-455-2939	lschaefer@umbc.edu
Responsible Office	Financial Services/Enrollment Management	See contact information below	See contact information below
Policy Clarification	Ben Lowenthal, Assoc. VP, Financial Services	410-455-1720	blowenth@umbc.edu
Policy Clarification	Yvette Mozie-Ross, Assistant Provost for Enrollment Management	410-455-3799	mozie@umbc.edu

V. UNIVERSITY POLICY

The approval process will require a detailed business plan including a) number of students to be served, b) proposed tuition rates per credit, c) projected revenue to be realized d) specific administrative requirements and responsible office(s), e) expected duration of the partnership and special arrangements, and f) written endorsement by the Dean of the respective College. The proposal should demonstrate that the partnership will provide sufficient return or other benefit to the University to justify the impact on University infrastructure including impact on student services and other operations. Additionally, where possible, the business proposal should present a plan to mitigate the impact of non-standard business and administrative arrangements on functional offices.

Proposals for entrepreneurial and other university partnerships requiring non-standard tuition or administrative arrangements shall be initially reviewed by the Committee on Non-Standard Tuition and Administrative Arrangements. This Committee must include representatives of Administration & Finance, Academic Affairs, Research, and Continuing & Professional Studies (CPS). A recommendation and background information will be forwarded

by the Committee to the Provost and Vice President of Administration & Finance for required final approval/denial/modification. Approvals will be granted for a specified period of time as indicated on the approval document.

This policy may not be amended without the approval of the Provost and Vice President of Administration & Finance. An amended policy will contain a date of issue and an amended number.

VI. DEFINITIONS

Non-standard Program	Any program with tuition charges or administrative arrangements that are inconsistent with published tuition rates and administrative requirements published on the Undergraduate/Graduate UMBC websites.
Responsible Administrator	The Vice President or senior administrator charged with the responsibility for creating, implementing, updating and enforcing University policies as required in his/her area of administrative authority.
Responsible Department or Office	At the direction of the Responsible Administrator, the Responsible Department or Office develops and administers policies and procedures and assures the accuracy of its subject matter, its issuance, and timely updating.

VII. APPROVAL AND PROCEDURES

- A. Pre-approval is required N/A
- B. Approval is required prior to implementation of a “new non-standard program”.
- C. Procedures: Required form for submission of approval request will be linked here.

VIII. DOCUMENTATION:

IX. RESTRICTIONS AND EXCLUSIONS: NONE

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:

A business plan detailing all required items as described in Section V must be submitted to the Committee on Non-Standard Tuition and Administrative Arrangements using the following form:

http://www.umbc.edu/accounting/Forms/Form_doc/NSP_Approval_Form_FY11.xls

Policy Number: _____ (note if there is a change in policy number from _____ to _____)
Policy Section: Fiscal & Business
Responsible Administrator: _____ (same as noted in IV above)
Responsible Office: _____ (same as noted in IV above)
Approved by President: _____ [date(s)]
Originally Issued: _____ (date)
Revision Date(s): _____ (date)