**APPENDIX A. ADDITIONAL REQUIREMENTS**

**FOR ACADEMIC PROGRAMS WITH NON-POOLED TUITION**

**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 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 or market-based tuition, they have the option of charging all students one tuition rate (Appendix D and Appendix E).
* 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 C 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.

1. **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. Programs should conduct regular audits 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 C 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 apply and transition to a different program(s) that allow such activity.