

**UAF Policy: 05.10.072**

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Revised: 8/21/2017

Responsible Chancellor's Cabinet Member: Provost

Responsible Department/Office: Office of the Bursar  
Office of Admissions and the Registrar  
CRCD



## **Policy on Sponsored Credit and CEU Courses**

### **POLICY STATEMENT**

UAF may grant credit for courses sponsored by certain organizations. This policy is intended to insure that such courses meet UAF academic standards, that accurate student records are maintained, and that UAF's administrative expenses are covered.

### **BACKGROUND & JUSTIFICATION**

UAF has offered sponsored courses in a variety of formats for many years. The policies and procedures described here have been in force since 2003.

### **DEFINITIONS**

A "sponsored course" (type) is one for which all instructional expenses are met by an organization external to UAF, such as a K-12 school district, tribe, native corporation, or a state or Federal agency. Normally sponsored courses are taught at off-campus facilities, but occasionally they may use campus facilities on the same basis that permits community organizations to use them for meetings.

A "co-sponsored course" is one for which only a portion of instructional expenses are met by an organization external to UAF, such as a K-12 school district, tribe, native corporation, or a state or Federal agency. Co-Sponsored courses are processed through an Academic Service Agreement, where there are no terms and conditions.

For CEU courses, CRCD follows the Special Topics course approval process. In other Schools and Colleges, the department head and appropriate departmental faculty review, and if appropriate approve, the syllabus and the instructor's qualifications. The department head reviews the request with the School or College Dean

### **RESPONSIBILITIES**

Implementation of this policy is the shared responsibility of academic units, the Registrar's Office, and the Bursar's office as specified in the Procedures section.

### **NON-COMPLIANCE**

Non-compliance could result in students not receiving credit or CEUs for courses they have completed. Department's may be charged for administrative fees that are not recovered from students or outside organizations.

### **EXCEPTIONS**

None.

## PROCEDURES

1. An agency or organization contacts UAF seeking UAF credit or CEUs for a course that the agency or organization is offering. The agency or organization is provided a copy of this policy.
2. The agency or organization provides a copy of the course syllabus and the instructor's vitae. If the proposed sponsored course is an offering of a course that is in UAF's Catalog, the documentation must demonstrate that students receiving credit for the course will meet the department's established learning outcomes for the course. If the department normally includes the course in its data collection for student learning outcomes assessment of a degree or certificate program, the agency or organization must agree to provide the data.
3. If a credit course is not in UAF's Catalog, and it will be offered only once or twice, it can be offered as a Special Topics Course by following the process specified in the UAF Faculty Senate Course and Degree Procedures Manual. The course level must be chosen as specified by Board of Regents Policy and Regulation. In brief, courses at the 100 to 200 level carry the expectation that students have educational attainment equivalent to at least a high school diploma (though they may not actually have the credential in some cases). 300 and 400 level courses assume the equivalent of an AA, AS or AAS, or that a typical student has completed about 60 credits of college-level work. 500-level and 600 level courses carry the expectation that the student has completed a Baccalaureate degree or equivalent coursework.
4. For CEU courses, CRCDD follows the Special Topics course approval process. In other Schools and Colleges, the department head and appropriate departmental faculty review, and if appropriate approve, the syllabus and the instructor's qualifications. The department head reviews the request with the School or College Dean.
5. If approved, the department prepares the Addition to the Schedule form and routes it for signatures of the department head and the dean (or AVC). If approved for CRCDD, the campus making the request will prepare a CSF and obtain CRCDD Dean's signature before creating the course.
6. The signed Addition to the Schedule form is sent to the UAF Registrar's Office.
7. The UAF Registrar's Office assigns a CRN to the course and provides the sponsoring department with the number.
8. The UAF sponsoring department provides the outside agency or organization with the correct CRN and registration forms, and the agency or organization in turn provides the forms to the students. Students must register in order to receive credit. These courses are not available for online registration. A registration form must be submitted to the UAF registrar's office for each student.
9. If the outside agency or organization is paying applicable fees, it normally collects the completed forms from the students and submits them as a package to the UAF Registrar's Office and submits payment to the Business Office. If students are responsible for fees, they normally submit the registration form and the appropriate fee payment.

10. To set up a sponsored Continuing Education (CEU) course in Banner, a department or responsible community campus must e-mail the UAF Bursar's Office ([uaf-bursar@alaska.edu](mailto:uaf-bursar@alaska.edu)) and provide the following information:

- CRN
- Course Designator, Number and Title
- Term offered
- Detail Code
- Amount of the fee, which may not be more or less than indicated on the table below.

11. To set up a sponsored CREDIT course in Banner, a department or responsible community campus must e-mail the UAF Office of the Bursar ([uaf-bursar@alaska.edu](mailto:uaf-bursar@alaska.edu)) and provide the following information:

- CRN
- Course Designator, Number and Title
- Term offered
- Detail Code
- Amount of the fee, which may not be more or less than indicated on the table below.

12. All sponsored CREDIT courses are set up in Banner with the current UAF tuition rate applicable to the course level and the 4% network fee. Then the 9140 discount code is applied to the course in order to reduce the cost per student, but not more or less than the amount indicated in the table below.

13. If students receive aid, such as the 1% (of total tuition) needs-based aid that campuses can provide), that aid should be added to each individual student account. Student aid should not be used to discount the tuition and fees for the course.

14. The facilities fee will be waived for courses taught at off-campus facilities.

## FEES

The FY18 administrative fees for sponsored and CEU courses are:

Course Level	Fee per course
001 to 500	\$60.00
600	\$170.00

\*This fee is not per credit. Fee is per course.

Fees are subject to change, with the approval of Chancellor's Cabinet.

**POLICY APPROVED BY:**



Daniel M. White, Chancellor  
University of Alaska Fairbanks