



Policy on Sponsored, Co-Sponsored and Alternative Courses

POLICY STATEMENT

UAF may grant credit for courses sponsored by certain organizations. This policy is intended to ensure 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 enforced since 2003. The revision of this policy supersedes any prior policy or memo on sponsored and co-sponsored courses.

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, tribal government, 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 K-12 school district, tribal government, Native corporation, or a state or Federal agency. Co-sponsored courses are processed through an Academic Services Agreement, where there are no terms and conditions.

An "Alaska Advantage course" is one for which current high school students can enroll in asynchronous eCampus courses for a discounted rate.

A "non credit course" is one for which courses are for activities carrying no academic credit. These courses are not for university credit and cannot be used toward meeting the requirements of any degree or certificate. Non-credit education may include workforce instruction, contract training, customized training, recreational courses, and community education.

A "continuing education unit" (CEU) is a measure used in continuing education programs to assist the professional to maintain their license in their profession.

A “professional development course” is used for professional training for credentialed occupations such as teacher recency credits. Post-baccalaureate professional courses: 500-level courses are intended as post-baccalaureate experiences for professionals to continue their education at a level distinct from graduate level education. 500-level courses are not interchangeable with 600-level courses for graduate degree programs.

REFERENCES RELIED UPON

[UAF Dual Enrollment Guidelines](#)
[UAF Tuition, Cost and Financial Aid](#)

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 continuing education units (CEUs) for courses they have completed. Departments may be charged for administrative fees that are not recovered from students or outside organizations.

EXCEPTIONS

Excludes non-credit courses that work outside the confines of the University of Alaska Fairbanks SIS system. Any exceptions beyond this will need approval by the appropriate Vice Chancellor or Provost.

PROCEDURES

Instructor Approval Process:

1. An agency or organization contacts UAF seeking to gain approval for an instructor to deliver a credit-bearing UAF course.
2. At least four weeks prior to the start of the course, the agency or organization provides the instructor’s resume or CV as well as a syllabus (see “Course Approval Process & Scheduling”) for the course to the UAF department chair or appropriate office of course designator and academic oversight.

3. The UAF department chair or appropriate office of course designator and academic oversight will acknowledge receipt of the request within five business days and provide information about how the scheduling process and timeline works within their department for granting or denying approval.
4. If approved, instructor approval is valid for up to one year.
5. A copy of the completed instructor approval form and course approval form is returned to the agency or organization, and a copy is held at the department and/or college level.

Course Approval Process & Scheduling:

1. An agency or organization contacts UAF seeking 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 expected learning outcomes and a sample syllabus are provided to the requesting agency or organization.
3. At least two weeks prior to the start of the course, the agency or organization provides a copy of the course syllabus to the UAF department chair or appropriate office of course designator and academic oversight who will acknowledge receipt of the request within five business days and provide information about how the scheduling process and timeline works within their department for granting or denying approval.
4. If the proposed sponsored course is listed in UAF's catalog, the syllabus 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.
5. If a credit course is not in UAF's catalog, and it can be offered only once as a Special Topics Course by following the process specified in the UAF Faculty Senate Course and Degree Procedures Manual.
6. The course level must be chosen as specified by the Regents' Policy and University 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 and 600 level courses carry the expectation that the student has completed a baccalaureate degree or equivalent coursework.
7. For CEU courses, the department chair and appropriate departmental faculty review, and if appropriate, approve the syllabus and the instructor's qualifications. The department

chair reviews the request with the School or College Dean. CEU policy and procedures are listed under UAF Policy 05.10.071 and UA BOR Policy 10.040.90.F.1.

8. When granted, course approval is valid for not more than one semester.
9. The course sponsoring department creates the course, generates the course reference number (CRN), for approval by the department chair and the dean if necessary.
10. Once the sponsoring department receives the CRN, that information can be provided to the outside agency or organization.
11. UAF Application form must be completed for new students.
12. Students must register according to UAF registration guidelines.

FEES:

Fees for courses addressed within this policy can be found on the UAF tuition and fees website.

POLICY APPROVED BY:



Daniel M. White, Chancellor
University of Alaska Fairbanks

03/20/2024
Date Signed