

## Policy

This document has been prepared as an administrative guideline to assist in determining which credit courses are appropriately offered through Outreach/104 funding.

## Authority

The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The ACBF is responsible for the administration of this policy. Request an exception to this policy by writing to [administrative-policy@uwrf.edu](mailto:administrative-policy@uwrf.edu).

## Sanctions and Appeals Process

Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

## Procedure

### 1. On-going Outreach Courses and Programs

Courses that are part of on-going Outreach programs such as those listed below should be reviewed every three years by the Provost in consultation with the academic Dean and the Dean of Outreach and Graduate Studies to determine if the courses/programs should continue to be offered through Outreach/104 funding or moved to GPR funding.

- undergraduate and graduate certificates
- graduate degree programs
- collaborative programs with other institutions
- professional development courses for educators
- contract instruction with businesses
- courses offered to high school students obtaining college credit

### 2. Individual Periodic Courses

The academic deans will submit a list of and justification for courses being considered as possible Outreach offerings to the Provost ninety days before the start of each term. The Provost will review the potential Outreach offerings in light of the University's need to meet enrollment and tuition revenue targets. Courses approved as Outreach offerings will be managed by the appropriate college Outreach program manager.

Courses submitted for review less than 90 days prior to the beginning of the term will only be reviewed if there are extenuating circumstances.

## **University Responsibilities**

The Offices of Provost and Vice Chancellor for Academic Affairs and the Vice Chancellor for Administration and Finance are responsible for overseeing the implementation of this policy and to insure that UW-RF meets GPR enrollment and tuition revenue targets.

## **Department/Unit Responsibilities**

Provost and Vice Chancellor for Academic Affairs  
Director of Outreach  
Deans of Academic Colleges  
Outreach Program Managers

## **Background**

This policy is based on UW System Academic Information Series 5.4 Rev (ACIS-5.4 Rev) *Programming for the Non-traditional Market in the University of Wisconsin System* found at <https://www.wisconsin.edu/program-planning/acis/>

### Guiding Principles for the Determination of Outreach Courses

1. Outreach/104 funding may be used for innovative start up programs; experimental programs (including certificates that are experimental, untested in the market); high school students obtaining college credit; and individual, periodic courses (including professional development for teachers).
2. Courses offered through Outreach/104 funding should support adult learners unable to reach the campus during the typical day and are offered in a non-traditional manner (i.e., flexible as to time, place, media or mode of instruction). Programming in Outreach/104 funding should generally not be targeted towards the traditional on-campus student.
3. Internships are not eligible for Outreach/104 funding.
4. Outreach/104 funding may be considered for collaborative programs with other institutions and contract instruction with business and other organizations to meet the needs of their employees.
5. The Provost/Vice Chancellor has final approval of course offerings. The Board of Regents has provided for flexibility in determining which courses are offered through Outreach/104 funding to accommodate regional needs and opportunities.

## **Contact**

Please direct questions about this policy to [administrative-policy@uwrf.edu](mailto:administrative-policy@uwrf.edu).