



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

UMBC Policy # VIII-2.01.01

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 tuition and administrative requirements published on the Undergraduate/Graduate UMBC websites.

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, **and faculty-led study abroad programs** 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
Responsible Administrator	Vice President for Administration & Finance	410-455-2939
Responsible Office	Financial Services	410-455-6707
Policy Clarification	Associate Vice President,	410-455-6707

V. UNIVERSITY POLICY

- A. Requests for non-standard tuition or administrative arrangements will be considered on a case by case basis with the submission of a business proposal to the Responsible Office.
- B. Proposals 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.
- C. Proposals shall be initially reviewed by the Committee on Non-Standard Tuition and Administrative Arrangements. This Committee shall include representatives of Administration & Finance, Academic Affairs, Research, and Continuing & Professional Studies (CPS). In lieu of a review by the Committee on Non-Standard Tuition and Administrative Arrangements, faculty-led study abroad program proposals can be reviewed by the Study Abroad Advisory Committee; membership to include all members of the Non-Standard Tuition and Administrative Arrangements Committee.
- D. A recommendation and background information will be forwarded by the Committee to the Provost or designee and Vice President for Administration & Finance for review and action (approval/denial/modification).

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. Written endorsement by the Dean of the respective College must be included in the submitted proposal.
- B. Approval by the Provost or designee and Vice President for Administration & Finance is required prior to implementation of a “new non-standard program”. Such approvals will be granted for a specified period of time as indicated on the approval document.
- C. Procedures: The form listed below in Section VIII must be submitted for approval. See the link below in Section VIII. B

VIII. DOCUMENTATION:

- A. A detailed business proposal must be submitted to the Responsible Office for review and action. This proposal must include the following information: 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. Faculty-led study abroad programs must include an administrative overhead fee consistent with that incurred by the Division of Professional Studies programs.
- B. The request form is to be completed and included with the business proposal; this form is available at the following link:

<https://financialservices.umbc.edu/non-standard-program-approval-request/>

IX. RESTRICTIONS AND EXCLUSIONS:

Faculty-led study abroad program proposals are evaluated by the Study Abroad Advisory Committee. The committee reviews each proposal for the below list of criteria.

- site-specific nature of course and connection to local learning opportunities
- new and previously unrepresented study abroad fields of study and/or destinations
- financial soundness and accessibility of program costs to students
- any possible overlap with existing programs
- academic integrity

As a result of the evaluation performed by the Study Abroad Advisory Committee as a measure to ensure quality control and risk mitigation, faculty-led study abroad program proposals are not required to present to the Committee on Non-Standard Program and Administrative Arrangements. In lieu of an approval from the Committee on Non-Standard Program and Administrative Arrangements, faculty-led study abroad program proposals must be submitted to the Responsible Administrator with the documented approval and recommendations (if applicable) from the Study Abroad Advisory Committee along with a list of each committee member present for the vote of approval.

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:

- A. **International Education Services (IES) must be part of the process for all programs that are international in nature.**
- B. **All programs run in the summer or winter must go through The Office of Summer, Winter and Special Programs (OSWSP).**

- C. **The Faculty-Led Study Abroad Program Proposal Guidelines document linked below will assist with the above requirements.**

<https://studyabroad.umbc.edu/faculty-led-programs/>

Policy Number: UMBC VIII 2.01.01

Policy Section: Fiscal & Business

Responsible Administrator: Vice President for Administration & Finance

Responsible Office: Financial Services

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