

# Customized Instruction – Program Approval

Date: \_\_\_\_\_

<b>Name of Program:</b>		<b>Account:</b>			
<b>Type of program:</b>	MS	BS	Minor	Specialization	Certificate
<b>Target Audience:</b>					
<b>Submitted by:</b>					
<b>*Required Information:</b>					
Proposed customized instruction rates <i>per credit</i> , undergraduate:			<i>per credit</i> , graduate:		
Expected Resulting Revenue:					
Enrollment Assumptions:					
Market/Student Demand Data:					
Rationale of Use of Funds:					
* See page 2 for information on these required components.					
<b>Effective begin term:</b>			<b>Effective end term:</b>		

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**Notes:**

1. Provide budget information documenting how the program is priced to take into account fixed and variable costs, future enrollments and frequency of offerings, recognizing new and additional program cost implications.
2. Information on the market and competitive program must be submitted with this form. There must be evidence that a market analysis has been completed before a new tuition rate will be approved.
3. Provide tuition comparisons with similar programs at peer institutions.
4. Approval for course sections needs to be secured each term.
5. Segregated fees are not automatically waived for courses. Approval must be secured each term.

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**Approvals:**

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Department Chair

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Vice Chancellor – ASLS

\_\_\_\_\_  
Provost

\_\_\_\_\_  
Chancellor

**\*\*\*\* Return signed form to the Vice Chancellor’s Office, 225 Admin, for distribution of copies. \*\*\*\***

c: Program Director, Financial Aid Director, College/School Dean’s Office, Outreach Services – Program Manager and Program Associate, Provost’s Office, BPA - Budget & Policy Analyst, Student Business Office - Customized Instruction Billing Coordinator, Vice Chancellor’s Office, Registration and Records - Course Scheduling

**Include the following components into your request for customized instruction:**

1. **Proposed Customized Instruction Rate:** Please express this as per credit amount. UW-Stout has authority to charge market tuition rates; however, the differential tuition rate must be, at minimum, 150% of the resident rate. After initial approval, rates will be adjusted annually by the Chancellor.
2. **Expected Resulting Revenue:** Provide this for the first year of the program, showing your calculations at the minimum and maximum enrollment levels predicted.
3. **Enrollment Assumptions:** If the differential tuition is targeted toward a specific subset of your total student enrollments, please indicate the definition and size of this subset. If the enrollments affected are expected to vary over the life of the program, please indicate this and provide your calculations.
4. **Market/Student Demand Data:** Indicate how this proposed tuition level would be expected to affect overall student demand for this program. Provide comparative data for competitors' programs.
5. **Rationale of Use of Funds:** Please describe the specific needs to which these revenues will be applied. This should include a detailed budget plan.