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| Directions for Establishing a Cost Recovery Program |  |
| Step | **Players** | **Directions** | **Approval Level** |
| 1. Pre-Planning Meeting
 | \*Program Director of the CRP\*Department Faculty | \*Discussions within the department faculty and chair, regarding curriculum and professors willing/able to teach for the proposed program. If the proposed program overlaps departments, discussions will be needed with other department chairs and faculty regarding needs and possible revenue sharing opportunities.  |  |
| 1. Complete CRP Documents
 | \* Program Director\*Unit Business Officer | \*Complete the Tuition and Calendar Planning Template.\*Complete the CRP Narrative Proposal and Budget workbook. - Ensure when completing the Budget Workbook, initial investments are  recognized.  - Initial investments will include initial investment of reserves from the  department to cover start-up (initial investment) expenses.\*For proposals to be considered, CRP Budget Workbook proposals must meet minimum financial criteria listed below: - A positive Net Present Value (NPV). - A 10% or higher Return on Investment (ROI) - Payback (the amount of years a program will pay back the initial  investment) of two years or less. Three years or less for Cohort  models ONLY.\*During the proposal review, the narrative and additional financial criteria, such as the Internal Rate of Return (IRR), will also be considered.  |  |
| 1. Dean Pre-Planning Debriefing
 | \*College Dean \*Program Director\*Unit Business Officer | \*Program Director debriefs the Dean on the new CRP Narrative Proposal and Budget Workbook. \*Dean provides feedback regarding proposal. |  |
| 1. Pre-Planning Meeting with Registrars, Financial Aid, Graduate Studies/Admissions, Student Accounts and Budget
 | \*College Dean \*Program Director\*Unit Business Officer\*Bursar\*Controller\*University Business Officer\*Financial Aid Representatives\*Graduate Studies or Admissions Representative\*Registrar Representative | \*For a successful program, a meeting is required with the Registrars, Financial Aid, Graduate Studies and/or Admissions, Bursar, and University Business Officer. This meeting will be used to discuss the best design for admissions, course design and collection mechanics for the proposed program.\*A meeting with the Controller may also be necessary if there are any MOU's or Contracts involved in the proposed programs.\*Program Director will upload the draft documents to College Sharepoint folder 1 week prior to this meeting so all parties have sufficient time to review the documents.\*\*Note: Program Participation Agreement is needed with the Department of Education or the program participants won’t be able to receive Financial Aid.  - International students are not eligible for Financial Aid.  - Financial Aid can’t disburse until students reach 4.5  Credits for Graduate programs and 6 credits for Undergraduate  programs.  - During the Pre-Planning meeting units will work with Financial Aid and  provide a detailed timeline of Financial Aid approvals and disbursements. |  |
| 1. Pre-Planning Continues
 | \*Program Director\*Unit Business Officer | \*Make necessary changes to Tuition and Calendar Planning Template, CRP Narrative Proposal, and Budget Workbook per Dean, Registrars, Financial Aid, Student Accounts, and Budget Pre-Planning meetings.\*Unit Business officer will review the proposed documents and upload to SharePoint, informing the Dean documents are ready for further review. | 1st Review – Unit Business Officer |
| 1. Dean Review
 | \*College Dean\*Program Director | \*Dean/Director is notified via email that documents are ready for review in SharePoint.\*Dean notifies Program Director of decision. -If approved Program Director can proceed to next steps. | 2nd Review – Dean |
| 1. Submission to Budget and Curriculum Affairs Offices
 | \*Associate Vice Chancellor for Curricular Affairs & Student Academic Achievement.\*University Business Officer representative\*Program Director | \*Program Director submits Tuition and Calendar Planning Template, CRP Narrative Proposal, and Budget Workbook to University Business Officer representative in Administrative Services and AVC for Curricular Affairs & Student Academic Achievement via the Sharepoint drive, notifying via email that the documents are ready for review.\*Documents must be provided at least one week prior to Budget and Curriculum meetings. |  |
| 1. Budget Review Meeting
 | \*Dean (optional)\*Program Director\*University Business Officer representative\*Unit Business Officer | \*A meeting is scheduled with the University Business Officer representative, Unit Business Officer, the Program Director and the Dean (optional) to discuss questions on the CRP Narrative Proposal and Budget Workbook. \*\*Note: You must receive budget and Curriculum signatures prior to moving on to step 10: submission to the Vice Chancellor’s | 3rd Review – Budget |
| 1. Curriculum Review Meeting
 | \*Dean (optional)\*Associate Vice Chancellor for Curricular Affairs & Student Academic Achievement\*Program Director\*Unit Business Officer | \*Associate Vice Chancellor for Curricular Affairs & Student Academic Achievement reviews the Tuition and Calendar Planning Template, CRP Narrative Proposal, and Budget Workbook. AVC works with the department to submitting necessary documents to UW System and campus curriculum committee for approval.\*\*Note: You must receive AVC for Curricular Affairs & Student Academic Achievement and Budget signatures prior to moving on to step 10: submission to the Vice Chancellor’s) | 4th Review – Curriculum Affairs |
| \*\*Planning Continues\*\* | \*Program Director\*Unit Business Officer | \*The Program Director and Unit Business Officer will make changes to the Tuition and Calendar Planning Template, CRP Narrative Proposal, and Budget Workbook, per feedback from University Business Officer representative and AVC for Curricular Affairs & Student Academic Achievement.\*Once all changes are approved by Budget and Curriculum Affairs, final documents are updated on Sharepoint and emails are sent to the Vice Chancellor of Administrative Services and Academic Affairs, copying the University Business Officer representative, Unit Business Officer and AVC for Curricular Affairs & Student Academic Achievement informing them of final submission of request. |  |
| 1. Vice Chancellor Debriefing (Final Approval)
 | \*Vice Chancellor for Administrative Services\*Vice Chancellor for Academic Affairs\*University Business Officer representative | \* Vice Chancellor for Administrative Services and Academic Affairs meet with the University Business Officer representative to debrief on the program proposal. | Approval – Final  |
| 1. Vice Chancellor’s Decision Communicated
 | \*Vice Chancellor for Administrative Services\*Vice Chancellor for Academic Affairs\*Associate Vice Chancellor for Curricular Affairs & Student Academic Achievement\*University Business Officer representative\*Unit Business Officer\*Program Director | \*Vice Chancellor for Administrative Service or Academic Affairs will send decision, via email, to Dean and Program Director, copying University Business Officer representative, Unit Business Officer, and AVC for Curricular Affairs & Student Academic Achievement. -If approved Program Director can proceed to next steps. |  |
| 1. Implementation Meeting (ONLY IF APPROVED)
 | \*Bursar\*University Business Officer representative\*Financial Aid Representative\*Registrar Representative\*Program Director\*Unit Business Officer | \*Program Director and Unit Business Officer meet with the Bursar and University Business Officer representative to discuss the need for new WISDM accounts, planning of the billing process, building courses, and financial aid process. A program implementation timeline needs to be provided at this meeting with anticipated dates of enrollment for new students. |  |
| 1. Financial Post Launch Check
 | \*University Business Officer representative\*Unit Business Officer\*Program Director | \*The University Business Officer representative will set up a meeting with the Unit Business Officer and Program Director to conduct a mandatory review every one, two, and four years that the program is running. If successful a final review will occur after six years.  - Financial reviews will be considered by the size of the initial investment to  the program. - After the six year review, programs will be subject to random  audits.\*This review will compare budget to actual variance to determine the program’s success. \*The objective of each review will be to determine if the program is continuing to meet operational objectives; and take appropriate actions if objectives are not being met.  |  |
| 1. Report Financial Post Launch Check
 | \*Vice Chancellor for Administrative Services\*Vice Chancellor for Academic Affairs\*College Dean\*University Business Officer representative | \*The University Business Officer representative will meet with the Vice Chancellors and Dean to review a formal report on the status of the Cost Recovery Program and decisions regarding the future of the program every one, two, four and six years. |  |