Implementing UW System Policies: [102](https://www.wisconsin.edu/program-planning/), [130](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/programming-for-the-non-traditional-market-in-the-uw-system/), and [805](https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/tuition-and-fee-policies-for-credit-instruction/)

* Download the CRP Documents from the Budget Office Website:
	+ Procedures, Tuition and Calendar Planning Template, Narrative Proposal and Budget Workbook
* Review the CRP Procedures, paying close attention to minimum financial criteria requirements.
* Conduct pre-planning meeting with department Faculty and Staff involved in the new program.
* Complete first draft of the Tuition and Calendar Planning Template, CRP Narrative Proposal, and Budget Workbook.
* Conduct pre-planning meetings, to discuss draft Tuition and Calendar Planning Template, CRP Narrative Proposal, and Budget Workbook.
* Finalize Tuition and Calendar Planning Template, CRP Narrative Proposal, and Budget Workbook, incorporating pre-planning meeting feedback and email to Unit Business Officer (1st Review).
	+ After the Unit Business Officer’s review, they will upload to SharePoint and submit to the College Dean/Unit Director (2nd Review).
* After 1st and 2nd review, make any updates and submit simultaneously for further feedback, discussions and analysis to:
	+ University Business Officer Representative (3rd Review)
	+ Associate Vice Chancellor of Curriculum Affairs (4th Review)
* After 3rd and 4th review, make any updates and submit simultaneously to:
	+ Vice Chancellor for Administrative Services (Approval)
	+ Vice Chancellor for Academic Affairs (Approval)
* Prior to implementation of the program, conduct meeting with Unit Business Officer, Bursar, Budget, Financial Aid and Registers Office.
	+ Please Provide Date of implementation meeting:
		- \_\_\_\_\_\_\_\_\_\_\_\_\_
* Load this form to SharePoint once completed.

**Required Approvals**

**1st Review** (Unit Business Officer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 (Print Name) (Signature) (Date)

**2nd Review** (College Dean) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 (Print Name) (Signature) (Date)

**3rd Review** (University Business Officer) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 (Print Name) (Signature) (Date)

**4th Review** (AVC of Curriculum Affairs) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 (Print Name) (Signature) (Date)

**Approval** (Vice Chancellor for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Administrative Services) (Print Name) (Signature) (Date)

**Approval** (Vice Chancellor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

for Academic Affairs) (Print Name) (Signature) (Date)