

Policy

This policy establishes comprehensive guidelines for both assessing and waiving segregated fees as allowed by UW System Financial Policy Paper 44, section A.25: “... **Student Segregated Fees**. Segregated fees may be waived for students enrolled exclusively in courses held off campus. See <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/segregated-university-fees/> for other policy provisions related to segregated university fees.”

Two additional purposes of this policy are:

- a. Define equitable assessment of segregated fees to those students who have access to the programs and services funded by those fees.
- b. Define equitable waiver of segregated fees on a consistent rational basis while protecting the financial viability of programs and services supported or impacted by segregated fee assessment.

Authority

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

The VCBF is responsible for the administration of this policy. To request an exception to this policy, 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

The following categories determine if segregated fees should be assessed for any given class.

Class Category	Examples	Location Code	Assess Seg Fees? Y/N
Standard/On-campus hybrid	General Course Studies, Spring Break Tours, Internships, Student Teaching, Independent Study	MAIN	Y
Off-campus	Study Abroad, Interactive Television	OFF CAMPUS	N
Hudson Center		MAIN	Y
Online classes, campus-based population		MAIN	Y
Online classes, non-campus-based population	Collaborative Programs: HWM; SMGT; APC; MONT	ONLINE	N
MOU classes in which assessment or waiver of segregated fees is included in the agreement.	Individual grant funded classes	Varies based on terms of the MOU	Varies

University Responsibilities

Student Billing
Registrar
Vice Chancellor for Business and Finance
Student Affairs

The Registrar's office will maintain the class request form, eSIS, and confirm location codes.

The Student Billing Office will assess segregated fees if the location code is set to Main. The Office will not assess segregated fees if the location code is set to Off-Campus or Online.

Department/Unit Responsibilities

Colleges
Academic Departments
Outreach and Graduate Studies

Class scheduling forms are to be completed accurately, using the categories defined below, and submitted on time by departments and colleges.

The department/college will provide the following information for each class:

- Building or site of class (Facility ID)
- Instruction Mode (see table below for definitions)
- Location Code (see table below for definitions)
- CDR Code (Central Data Request information is a required submission by UW-System) (see table below for definitions)
- Note: Student population is assumed to be campus-based unless otherwise noted.
- Memorandum of Understanding, international study agreement and grant funded class terms and conditions are to be shared with all appropriate offices.

Background

1. UW System Financial Administration Tuition and Fee Policy for Credit Instruction (805, formerly F44), section A.25, <https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/tuition-and-fee-policies-for-credit-instruction/>
2. Definitions:
The following working course definitions are used for this policy:
 - **Standard class:** Instruction takes place face-to-face on or near campus and there is no reduced seat time because of any supplemental material delivered via technology – OR – an online class that is directed at the traditional student population expected to be on campus.
 - **On-campus hybrid class:** Instruction takes place face-to-face, on or near campus, with the scheduled classroom seat time reduced because some sessions of course instruction takes place completely online, in addition to the face-to-face sessions.
 - **Off-campus hybrid class:** Instruction takes place face-to-face, off campus, with the scheduled classroom seat time reduced because some sessions of course instruction takes place completely online, in addition to the face-to-face sessions.
 - **Online class:** Instruction takes place totally online. There is no face-to-face classroom instruction and the student population is not expected to be on campus.

- **Off-campus class:** Instruction takes place off campus and the class is directed at a student population that is not expected to come to campus for more than one meeting.

The following working student population definitions are used for this policy:

- **Campus-based Population:** Students are expected to live on or near campus, attend on-campus face-to-face classes, and have access to segregated fee funded programs and services. Campus-based students have full access to all programs and services funded by segregated fees and should pay full segregated fees for taking eight or more credits whether those credits are from online or campus classes.
 - **Non-campus-based Population:** Students are not expected to be on campus nor expected to have access to segregated fee funded programs and services. Programs and/or classes are often specifically created for and marketed to this population, usually an adult population.
3. When programs and/or classes are targeted to specific student populations, the course delivery method chosen reflects the needs of that population. While students can register for classes even if they are not amongst the targeted population, it is expected to be infrequent so to be materially within the UW System policy allowing segregated fee waivers for students enrolled exclusively in courses held off campus. In exceptional situations, a student can petition a department to create an additional section of a class specifically for the non-targeted population.

Contact

To direct questions about this policy, mailto: administrative-policy@uwrf.edu.