

USF System
Self-supporting Credit Courses and Programs
Certification of Program Requirements

Date:

College:

Department:

Program:

Submitted by:

Name:

Email Address:

Telephone:

Academic requirements:

_____ The proposed self-supporting credit course(s)/program is consistent with the mission of the college, institution, and USF System.

_____ The proposed self-supporting course(s)/program is not in competition with, and does not replace, credit courses funded through USF's Educational and General (E&G) budget entity.

_____ The admissions and graduation requirements (if applicable), as well as academic standards, for the proposed self-supporting credit course(s)/program align with the requirements and standards in equivalent programs funded through USF's (E&G) budget entity.

_____ The proposed self-supporting course(s)/program has gone through the same curriculum-approval processes as equivalent E&G-funded course(s)/programs.

_____ The standards of excellence both in delivery and performance that inform credit-earning E&G courses and programs will be applied to the proposed self-supporting course(s)/program.

_____ The proposed self-supporting course(s)/program meets all requirements of the SACS Commission on Colleges and any relevant program accreditor with regard to program quality, including faculty credentials and student support.

_____ The proposed self-supporting course(s)/program is consistent with the reputation of a Research I institution.

Financial Requirements:

_____ Costs associated with the proposed course(s)/program will not be recovered from funds appropriated in the E&G budget entity.

_____ The proposed self-supporting course(s)/program has a sound business case to support it.

_____ The college/department will sustain a business plan that provides immediate and ongoing information about the proposed self-supporting course(s)/program, maintain appropriate financial planning and budget documents, and provide annual reports that meet the auditable standards of sufficiency and precision

_____ The proposed self-supporting course(s)/program will be funded in an authorized continuing education Auxiliary budget entity. The only exceptions are those funds collected from sponsoring entities for sponsored credit institutes which may be remitted to the University’s contract and grant trust fund.

_____ Any fees charged to students for self-supporting , credit-earning courses or programs, which are higher than the normal Board approved fees for similar credit activities offered in the regular on campus program, have been established solely for the purpose of recovering all increased costs which result from offering these course as continuing education activities.

Administrative Requirements:

_____ The administrative support of the proposed self-supporting course(s)/program meets or exceeds the standards associated with equivalent E&G-funded courses/programs.

_____ The college/department will provide annual reports summarizing the current and expected future state of the activity to include all financial and academic results.

Certified by:

Name:

Title: Department Chair

Name:

Title: College Dean

Name:

Regional Chancellor