



**School of Education
Guidelines for Requesting
Special Student Reduced Tuition Pricing
for Teachers and Professionals in Education**

REVISED: JULY 2013

Requesting Special (non-degree) student reduced tuition pricing from the University of Wisconsin-Madison School of Education is limited to those circumstances where the following criteria have been met:

1. School of Education (SoE) department credit outreach approval is required for the proposed professional learning activity (e.g. program of study, workshop, conference, seminar), which is exclusively for Special (non-degree) students.
2. The partnering school/district/agency or School of Education department guarantees sufficient resources to cover all costs associated with the proposed professional learning activity, including staffing, supplies, and facilities.
3. For school/district/agency-initiated request, proposed course(s) will provide high quality curriculum and instruction, developed in consultation with faculty or academic staff in the School of Education. This will include approval by a department in the School of Education and sponsorship by a faculty-staff member in the approving department. The faculty/staff member will also serve as the instructor of record and will assure compliance with credit hour policies and procedures (School of Education Course Policy and Procedures document attached).
4. The professional learning activity addresses one or more of the standards associated with the professional area (e.g. WI Teaching, School of Education, and/or Administrative Standards).
5. The professional learning event must be available through a medium that makes learning accessible to practitioners.

The sponsoring School of Education academic department will submit the accompanying form requesting the \$193.20 per credit rate and return it to Jack Jorgensen, Associate Dean, Partnerships and Outreach Services before a request will be considered. A SoE committee will review and respond to requests on the third Thursday of each month. All requests received by the third Wednesday at 3p.m. will be reviewed for consideration the following day. A decision will be communicated to the requesting School of Education contact person within one week following committee action.

The schedule for submission/approval, implementation of activity, and issuing of credit is as follows:

Proposal submission schedule:	If approved, activity occurs and credit issued:
July through November 20 th	Spring Term
November through April 16 th	Summer Term
March through July 16 th	Fall Term

7/10/2013