

General Guidelines for Program Fees (revised February 2017)

- Overall, to cover idiosyncratic expenses tied to activities associated with a particular academic program that are over and above what should be reasonably expected to be funded by regular tuition, provided that it can be demonstrated that:
 - Differential tuition is not a viable option
 - There is not an adequate, centralized University service/resource pool available (e.g., UOnline for support of online courses, Student Success funds for support of advising initiatives) [Note: Career Services is an interesting topic, and will need to continue to be evaluated on a case-by-case basis.]
 - The fees and services are in line with our peer institutions
- Such reasonable, idiosyncratic expenses may include:
 - Mentoring and thesis support
 - Specialized equipment, tools, supplies and services
 - Accreditation mandates
 - Support for the production of student performances (e.g., Dance, Theatre and Music)
- A Program Fee may also be preferable, for both students and program administrators, to a host of comparable course fees to which all students in the program would otherwise be subjected (e.g., musical accompaniment for every dance class).

Proposals for Program Fees should include the following:

- Identify which group(s) of students will be affected, and what benefits will they be receiving.
- Specify how these benefits are linked to the unique costs of the program, including administrative and personnel needs.
- Submit a budget that specifies anticipated costs of specific personnel and administrative functions.
 - Other than for one-time needs for equipment related to the program, the budget should not generate any year-to-year carryover.
 - Explain how these benefits are better linked to an entire program rather to individual courses, i.e., why is a program fee more appropriate than course fees?
 - Explain why a program fee is more appropriate than differential tuition.
- Where applicable, please supply comparative data vis-à-vis peer institutions/programs, with regard to both fees and expenses.
- If this is a request for a new program fee for an existing program:
 - Describe the process by which the affected students were consulted in the preparation of the proposal.
 - Describe how current students will be notified of the fee once it is approved.