Guidelines for Proposals for Special Program Fees

Please include the following items:

- 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? (See below for Regents’ guidelines for 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.

Regents Policy R510-4.2 (Differential Tuition):

4.2. Differential Tuition: Differential tuition schedules for undergraduate and graduate programs may be authorized by the Board on a case by case basis. In addition to initially approving differential tuition rates for academic programs, differential tuition increases beyond the regular institutional tuition increase proposal should be approved by the Board. The increased revenues from the differential tuition rate charges shall be used by the institution to benefit the impacted program and to help support related campus services. Institutions requesting differential tuition schedules should consult with students in the program and consider the following:
4.2.1. the student and market demand for the program;  
4.2.2. the impact of differential tuition rates on student access and retention;  
4.2.3. the tuition rates of comparable programs at other institutions;  
4.2.4. the potential earnings capacity of program graduates; and  
4.2.5. the societal importance of the program.