

## APPENDIX A

### REQUEST FOR CONSIDERATION OF A PROGRAM-SPECIFIC ENROLLMENT FEE

Date Submitted:

Name of College:

Prepared by:

Amount of Fee Proposed by Unit (Course or Credit Hour):

Courses on which the Fee Will Be Assessed:

Total Additional Cost by Degree Program:

Total Expected Annual Fee Revenue (Academic Year Basis):

First Semester of Fee Assessment:

Expected Date of 5-year Review:

1. Provide justification for the proposed fee. Such justification may include items from the following list, as appropriate to the college:

- a) Student demand;
- b) Information as to whether this fee is usual and customary in the area;
- c) Peer and competitor analysis
- d) Job placement;
- e) Internship numbers;
- f) Pass rates on licensure exams;
- g) Admission to graduate/professional schools;
- h) Expected starting salaries of graduates;

2. What is the expected impact of this fee on enrollment? Please describe any plans to mitigate a drop in enrollment.

3. Describe input you have sought and received from internal and external constituencies, including student input.
  
4. Identify how the fee revenue will be used to improve the quality of your programs, recruitment efforts, student retention, and overall student experience.
  
  
  
  
  
  
  
  
  
  
5. Identify the specific metrics you will provide in your annual stewardship report to demonstrate how these investments improved college-related programs and attracted more and/or higher quality, or more diverse students, or improved student retention.

Submitted by:

\_\_\_\_\_   
College Dean

\_\_\_\_\_   
Date

Approved	<input type="checkbox"/>
Denied	<input type="checkbox"/>
_____ President	
_____ Date	
Special Notes or Conditions:	