

Guiding Principles, Policies for Justification and Expenses Allowed

The **guiding principles** we think should underpin and are paramount in program and academic support fees and their administration include:

- (1) **Access:** Fees should not be prohibitive to major or program choice of the student to encourage a diverse workforce.
- (2) **Transparency:** Students should be able to quickly and simply discern what fees are charged, when they can expect them, what they are for, and the benefits they receive from them. New program fees shall, where possible, replace existing fees to avoid unnecessary complexity and to ensure true costs of programs are clear.
- (3) **Benefit Basis:** Program support fees should have clear benefits to the students paying them
- (4) **Cost Basis:** Program support fees should be based on the actual cost of providing specific benefits to students paying the fees
- (5) **Accountability:** Financial control and accountability should be built into the fee structure. On a regular basis, programs should share the sources and uses of their fees and directly map ex ante intentions with ex post results.
- (6) **Efficiency:** Programs should ensure that curriculum and co-curriculum experiences are delivered in a cost-efficient manner. In addition, administration of fees should not be unnecessarily complex.
- (7) **Impact and Flexibility:** Programs should monitor impacts to their enrollments and student success measures. They should respond to noticeable changes in the external market factors and in student behavior induced by programs fees.

Policies that support these fees must be crafted to uphold those principles.

Justification of fees: As outlined above, both the actual cost and benefit of programming to students in the program should be the principled basis for program fees. Justifications must be explicit and based on reasonable forecasts of costs and benefits. All justifications must include an impact analysis of a proposed fee on students, including multiple fees a student may incur and how the stacking of fees might affect behavior.

Benefits of fees: Some potential benefits that fees can be used to support include

- Instructional capacity/seat guarantees;
- Instructional material and equipment costs for the program;
- Support for the program's students' experiential learning, including internships, field experiences, study abroad, and apprenticeships;
- Support for the program's students' professional advising; student success services;
- A source of funds for rapid response to cover additional program expenses or additional needs brought forward jointly by students and faculty.

Expenses justified: Expenses that may be justified by program fees include

- Instructional equipment, supplies, and materials purchases;
- Student success support, such as staff, faculty, or graduate assistant funding that supports the program's academic advising, tutoring, supplemental instruction, and career advising.
- Salary enhancement to maintain faculty.
- Flexible instructional funding (including lab supervision, part-time instructors, student workers for the program's courses), or salary paid to support staff providing direct support to the program or graduate and undergraduate teaching assistants for the program.
- Travel and other reasonable costs for students in the program, including field trips, professional development, clinical placements or experiential learning purposes.
- Professional examinations and preparation.
- Assessment and accreditation costs.

Market Basis: Fees will be justified by comparison to relevant market and comparator institutions. Further, fee basis may also consider market salary for graduates of specific programs and other aspects of program demand.

Assessment of fees: Approach should be consistent across programs. For transparency and simplicity, credit hour fees following course codes at all levels, lower- and upper-division, should be the method of assessment. **Definition of "Program":** Program fees may be applied by college, area (for example STEM areas), or discipline. For example, a Sci/Q (Science and Quantitative) fee on specific courses, or credit hour fee on all course codes within a college will be considered.

Implementation and transition: A proposal for replacement of existing program fees, and possible adjustment of the Mandatory Student Fee, will be formulated by the end of August 2016. Existing entrepreneurial and differential tuition schemes should be left in place; the main goal of this proposal is to amalgamate and replace many existing "Program and Special Course Fees" listed in Section IV of the current Fee Book. Fees may be assessed across all students initially, or phased in by cohort. Fees may also be initially phased in at a discounted rate and rise over time to reduce impacts. Merits and disadvantages of such considerations will be considered. The Mandatory Student Fee may also be adjusted, along with certain aspects of Outreach fees.

Existing program fees for experiences away from the UW campus – regardless of location and length of program – should be consolidated into a manageable, transparent, simple group of field experience fees.

Computer fees, challenge exams, and internships / clinical fees should, to the extent possible, be placed into program fees for the college or streamlined and simplified.