Student Feedback Guidance

General Guidelines

Colleges and regional campuses (including ATI) that wish to change an existing student fee effective for the 2026-2027 academic year should follow the student feedback process contained in this guidance. Fee requests for new programs (or existing programs that only impact new cohorts of students) are exempt from this student feedback requirement, ***although colleges are strongly advised to communicate proposed tuition changes/increases to incoming cohorts of students (those currently being recruited).*** The submission of the results from the student feedback process is required for the final approval of the fee request.

Process1

All colleges considering a fee change to existing Graduate and Professional programs must conduct both a synchronous information session and a digital survey to gather student feedback about the increase. The following elements have been successful when meeting with students and are highly recommended (and in some cases required) when conducting a synchronous information session and digital survey regarding the increases in tuition/fees.

Documented Feedback / Survey:

- A Qualtrics survey of all impacted students should be conducted to receive feedback about the increase in fees/tuition. This ensures feedback is gathered from a broad spectrum of students, not just student leadership. Students should be invited to participate on a voluntary basis, and there is no requirement for a minimum acceptable response rate.
- All feedback should be gathered and processed for presentation with the application by the December 31, 2025, submission deadline.
- The following should be included in the submission of the survey results to the Student Fee Subcommittee:
  - The questions used to receive student feedback about the increase
  - Additional questions are permissible, but the following must be included at bare minimum
    - Do you understand the college's proposal for a change/increase to fees?
    - Do you understand the implications to the college if the proposal is not approved?
    - What are your thoughts on how the proposal would impact you directly?
  - The responses of all students that completed the survey/shared information verbally

Information Session:

- Must be synchronous to prevent the widespread use of a pre-recorded presentation or PowerPoint made available to all impacted students
- It must be dedicated to the presentation and discussion of the proposed fee change/increase rather than added as an agenda item to a pre-existing session/meeting originally scheduled for a different purpose
- The information session can be conducted in-person, hybrid, or virtual

- All students should be invited to participate in the session on a voluntary basis, and there is no requirement for a minimum acceptable rate of attendance.
- The college will present the financial implications and the need for the proposed fee change/increase
- The different financial inputs used to calculate the new fee request will be explained
- The following staff will be present during the session:
    - Student Financial Aid professional if available, or another staff member who can provide guidance and answer questions about financial assistance opportunities, e.g., loan programs and Scholarship Universe.
    - Fiscal Staff at the college or school
- Conduct the information session prior to the application submission deadline of December 31, 2025.

Timeline

The student feedback process should be completed prior to the submission deadline. The Student Fee Subcommittee recommends holding the information session before the survey is released to the students. **The deadline to submit all the documents and materials from the student feedback process is Dec 31, 2025**. A two-week grace period will be available for the student feedback portion only as it must be received by the subcommittee no later than January 15, 2026, or the entire proposal will be considered incomplete and unable to be considered during the current review cycle.