

General Guidelines

Colleges and regional campuses (including ATI) that wish to change an existing student fee or to implement a new student fee for FY 2028 (beginning AU 27) should follow the instructions contained in this guidance.

Student Fee	Fee Type	Guidance	Examples
Undergraduate	Program Fees	<ul style="list-style-type: none"> Program fees must be approved in advance of this process as an exception by the Chancellor of the Ohio Department of Higher Education (ODHE). This is an extensive and lengthy process. Moreover, it is highly unlikely that a new or increased program fee would be approved for FY 2028 For FY 2028, the institutional recommendation is to limit all new and increased course fees Current provisions allow for exceptions only for fees that are collected as 3rd party pass-thru charges 	Engineering Program Fee
	Course Fees		Chemistry, Physics, Biology lab fees
Graduate	Program Fees / Technology Master's	<ul style="list-style-type: none"> Historically permitted by Ohio Revised Code to increase or create a fee, but requests must provide the justification (see attached form) Historically permitted by Ohio Revised Code to decrease or eliminate a fee, but requests must provide the justification (see attached form) 	CRNA Program Fee
	Course Fees	<ul style="list-style-type: none"> Permitted for labs and courses Permitted if the course fee is a 3rd party pass-thru 	Chemistry, Physics, Biology lab fees
Tagged Master's / Professional Programs	Instructional & Non-Resident	<ul style="list-style-type: none"> Historically permitted by Ohio Revised Code to increase or create a fee, but requests must provide the justification (see attached form) Historically permitted by Ohio Revised Code to decrease or eliminate a fee, but requests must provide the justification (see attached form) 	Differential Tuition
	Program Fees / Technology Master's		Learning Technology, Equipment, etc.
	Course Fees		Lab, Clinical, etc.
	Other		Application, Acceptance, Association, Deposit, etc.

Student fee requests should include the following information:

- The proposed amount of the new fee or existing fee change requested.
- The population to be assessed (list of courses, programs, user types, etc.).
- The amount of revenue that will be generated by the new fee or existing fee change.
- The proposed use of the new fee or existing fee change revenue.
- An explanation of how students will benefit directly from the new fee or existing fee change.
- The process and outcome of survey/information session with impacted students
- The status of the approval from Graduate School and the Council on Academic Affairs subcommittee for any new or changes in differential programs.

Differential Fees for Professional and Tagged Master's Programs

University policy allows colleges to establish differential program fees for ODHE approved tagged master's programs and professional programs. Colleges charging differential fees are permitted to retain the differential portion of the instructional fee increase above the University base increase.

Colleges requesting an **increased** differential fee for FY 2028 for an **existing** program, must also provide the Office of Financial Planning & Analysis with a 3-5 year financial impact projection that includes the number of students impacted, expected growth, and expected revenue generation. Proposals for new fee-paying categories are evaluated based on the overall strength of the proposal and the financial impact to the proposing college, the University, and the students.

Colleges requesting implementation of a **new** differential fee for a **new** program must have approval or concurrently be seeking approval of the Graduate School and the Council on Academic Affairs subcommittee. Documentation of the new program's approval must be provided.

Proposed **decreases** in fees, including the non-resident surcharge, should be accompanied with the financial pro forma and impact for the entire University – not just the initiating unit. Therefore, any such proposal must include both the rationale for the requested change in fees and an analysis of the revenue impact on both the college and central revenues.