**Student Feedback Guidance**

**General Guidelines**

Colleges and regional campuses (including ATI) that wish to change an existing student fee in FY 2025 should follow the student feedback process contained in this guidance. Fee requests for new programs are exempt from this student feedback requirement. The submission of the results from the student feedback process is required for the final approval of the fee request.

**Process**

All colleges considering a fee change to existing Graduate and Professional programs must conduct an information session to gather student feedback about the increase. The following elements have been successful when meeting with students and are highly recommended when holding an information session to discuss the increases in tuition/fees.

**Information Session:**

* The information session can be conducted in-person, hybrid, or virtual
* Students should be invited to participate in the session on a voluntary basis
* The college will present the financial implications and the need for the fee 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
  + Fiscal Staff at the college or school
* Conduct the information session prior to the submission deadline

**Documented Feedback / Survey:**

* A survey of a substantial number of students should be conducted to receive feedback about the increase in fees/tuition. The survey can be at the information session or sent out to all students within the impacted programs. Feedback should be gathered from a broad spectrum of students, not just student leadership.
* Gathering student feedback can be in the form of a digital survey, using classroom teaching technology (like Top Hat), or noting verbal comments at the information session. All feedback will need to be gathered and processed for presentation with the application by the December 31st deadline.
* The following should be included in the submission of the survey results to Student Fee Review Subcommittee:
  + The questions used to receive student feedback about the increase
  + The responses of all students that completed the survey/shared information verbally

**Timeline**

The student feedback process must be completed prior to the submission deadline. The Student Fee Review 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, 2023.