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| --- | --- | --- | --- |
| This form is to propose differential fees for a new degree program. All differential fees must be used only for the program for which they are collected; they cannot be used in any other manner. For specifics about what qualifies, contact Chelsea Herrington.  15% of differential fees must be reserved for financial aid for students in the program.  Please complete the following worksheet.  Proposals for differential fees are reviewed annually by the Board of Regents in December of each year. | | | |
| 1. **General Information** | | | |
| Program Name: | | | |
| Degree (example B.A. English): | | | |
| Unit: | | | |
| Proposer’s Name: | | | |
| Campus Phone: |  | Email Address: |  |

1. **Justification for Differential Tuition:** Why is differential tuition needed for this program? See the NSHE Procedures and Guidelines Manual on Special Course and Differential Fees here: <https://www.unlv.edu/provost/vpap/actions>, *Differential Fees Request*.

1. **High Demand Programs:**
   1. Please provide *data* to support why this degree is believed to be a high demand degree.

1. **High Cost Programs:** 
   1. Please provide *data* to support why this degree is believed to be a high cost degree.

* 1. Provide *data* of other comparable institution’s programs cost per credit hour, or course, or for degree if credit hour cost is not available. Please include some in the same region.

1. **Tuition/fees calculations**

All information used in these calculations must match the NSHE Proposal and the NSHE Cost Estimate.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Year 1 | Year 3 | Year 5 |
| a. | # Students |  |  |  |
| b. | Differential fee per credit hour |  |  |  |
| c. | # Credits per year |  |  |  |
| d. | Total revenue from differential fees |  |  |  |
| e. | 15% of differential fees for financial aid |  |  |  |
| f. | Final revenue from differential fees |  |  |  |
| g. | Revenue from regular tuition/fees |  |  |  |
| h. | Add f. and g. for total tuition/fees revenue |  |  |  |
| i. | Total expenditures per year |  |  |  |
| j. | Difference (if negative, used red text) |  |  |  |
| k. | If the difference is positive, what will the funds be used for? |  |  |  |
| l. | If the difference is negative, how will it be covered? |  |  |  |

1. **Proposed Fee:**
2. Differential fee levels effective:
3. List courses below to which differential fees will apply

|  |  |  |  |
| --- | --- | --- | --- |
| **Discipline** | **Course Prefix** | **Course Level** | **Amount (per credit hour)** |
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1. **To submit this form:** 
   1. Attach a spreadsheet showing calculation details regarding how revenue figures were determined.
   2. Route completed proposal via email to chair and then dean for approval. Dean’s office sends approved proposal to Academic Resources: [chelsea.herrington@unlv.edu](mailto:chelsea.herrington@unlv.edu).

If the proposal is for an interdisciplinary graduate program, send it to [graduate.dean@unlv.edu](mailto:graduate.dean@unlv.edu). The Graduate College will send it to Academic Resources, [chelsea.herrington@unlv.edu](mailto:chelsea.herrington@unlv.edu).

* 1. The request will be reviewed by the Office of the Executive Vice President and Provost, the Division of Business Affairs, and the Office of the President. If approved, it will go to the December Board of Regents meeting for consideration.