

**Special Course and Academic Program Fee**

**Application Form**

**Signature Page**

Prepared By:

Margaret A Thompson  
Signature

Margaret A Thompson  
Printed Name

9/26/18  
Date

The Chair/Associate Dean and Dean of the College requesting this fee must sign the signature page prior to review of this Application Form by the Special Course and Academic Fees Advisory Committee.

Chair/Associate Dean/Associate VPAA

Margaret A Thompson 9/26/18  
Signature Date

College Dean (if applicable)

[Signature] 9/27/18  
Signature Date

By signing you are indicating that you agree to this fee or a revised version of this fee.

Chair of the Special Course and Academic Fees Advisory Committee:

\_\_\_\_\_  
Signature Date

Provost

\_\_\_\_\_  
Signature Date

President

\_\_\_\_\_  
Signature Date

After Approved by President Submit Form to Budget Office with any revisions made.

Fund	Department	Program	Class	Accounts

## *Special Course and Academic Program Fee*

### *Application Form*

Date of Application: 9/27/18

College/Department: College of Business

Fee Name: College of Business – Undergraduate – Career Readiness Assessment Fee

Choose one of the following:

Newly proposed fee

Existing fee that will change  
(increase/decrease/eliminate)  
Indicate which situation applies

Reapplication of an existing fee  
that will not change, but requires  
BOR approval.

Choose one:

Academic Program Fee    **Supplemental Course Material or Laboratory Fee**

**Supplemental Course Material or Laboratory Fees (Only complete this section if you are proposing a course fee.):**

List the courses for which this fee will apply:

- *BUSA 1105 (100 students per semester, 200 per year)*
- *ACCT 2102 (85 students per semester, 170 per year)*
- *MGMT 3101 (200 students per semester, 400 per year)*
- *MGMT 4750 (80 students per semester, 160 per year)*

*Answer the following for all of the courses you listed above (collectively). So for example if you list 3 courses you will provide the projected annual enrollment for all 3 courses combined. To calculate annual revenue multiply the annual enrollment by the fee cost per student.*

Projected Annual Enrollment: 1,050 Fee amount per student: \$15.00 Annual Revenue: \$15,750\*

*\*This provides a contingency in case the enrollment is lower than projected*

Do all students in each of these courses have to pay the course fee? yes (if not, explain who will pay the fee)

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**Academic Program Fees (Only complete this section if you are proposing a program fee.):**   N/A

Which academic program will this fee support? \_\_\_\_\_

*Answer the following for the program you listed above. Annual enrollment would be the number of students paying the fee in a given academic year. To calculate the annual revenue multiply the annual enrollment times the number of semesters the fee must be paid annually. IF the fee is paid only once upon acceptance into the program then annual enrollment would be the expected number of new students annually.*

Projected Annual Enrollment: \_\_\_\_\_ Fee amount per student: \_\_\_\_\_

How often will a given student have to pay the fee?

Only once (when the student is  
accepted into the program)

Each semester the student is  
enrolled in the program  
Is summer term included? no

Once per year  
Which semester? \_\_\_\_\_

Annual Revenue: \_\_\_\_\_

Do all students enrolled in this program have to pay the fee? \_\_\_\_\_ (If not, explain who will pay the fee)

Attach the following to this form:

## ***Special Course and Academic Program Fee***

### ***Application Form***

A narrative justification for the fee. Make certain to include the following:

1. Description of how the fee revenue will be spent (be as specific as possible).  
*This fee will be used for a **Business Career Readiness Assessment Fee** for the following courses/all sections, which will have a projected total of approximately 525 students per semester, or 1050 students enrolled annually in these courses. (Courses: BUSA, ACCT 2102, MGMT 3101, and MGMT 4750)*
  
2. Justify why the program's department/college budget cannot support these expenditures.  
*To purchase these simulation/assessments would cost the department approximately \$15,000, and we do not have that revenue available.*
  
3. Describe the benefit this revenue will provide to the students who are paying it.
  - a. *If the students purchased the assessment individually, they would pay at least \$35 each. This is a savings of \$20/student; they are paying \$15.00/course.*
  - b. *The students will get timely, detailed feedback about their general management, leadership, decision-making, and team management skills. The instructors will also be able to access this feedback, and incorporate into plans for improvements of the teaching and learning outcomes.*
  
4. If your request is denied describe what impact this will have on your program.  
*The ultimate goal of this assessment is to improve the career readiness of our students. Additionally, we would like to have some impactful data to share during our AACSB visit in 2020. In Fall 2018, we adjusted our Program Learning Outcomes to be consistent with "career readiness," developed by NACE, the National Association of Colleges and Employers. We have also aligned these Program Learning Outcomes very easily to those of AACSB (Association to Advance Collegiate Schools of Business), our college-specific accreditation organization. We are very interested in teaching and measuring skills related to these PLOs, and these assessment are in line with that goal. If the request is denied, then we will have to come up with a different way to assess these "soft" skills, which can be very difficult to do.*
  
5. If you require other fees to support the same program(s) where these particular fees are applied, you will need to describe those other fees and indicate the total cost to the students in those programs.  
*There are no other fees required to reach this goal.*