Professional Program Tuition:

In fiscal year 1997 the Board of Regents (BOR) initiated a policy for the consideration of proposals for professional program tuition differentials. This policy came as the result of a 1996 report by the Tuition Study Committee, which made recommendations to the Board of Regents on implementing new tuition policies. Early each January (exact date announced annually) institutions are allowed to submit requests for changes in existing tuition differentials.

This information relates to the process for requesting differentials, not for the academic approval of new programs or changes in the academic requirements for existing programs. Board Policy 7.3.1.5 allows institutions to request separate graduate tuition rates for specialized programs.   The entire tuition policy section is available online at
http://www.usg.edu/policymanual/section7/policy/C453/#p7.3.1_tuition

The required forms for new differentials or changes in existing approved differentials include the following items which must be completed and submitted as part of your request package. Note that Tables 1, 2 and 3 are all contained within one Excel file. All forms are available on the IBPA website at http://budnet.pbf.gatech.edu/Views/GTStudTuiFees.aspx, in the Professional Program Tuition Differential section.

1. **Tuition Request Narrative** – A narrative description of your request(s), providing a justification for the increase. The narrative **should not** be a generic narrative used interchangeably for all increases, but instead it must be specific to the degree program for which the increase is being requested and address items unique to that degree program.
2. **Trend Data** - A summary table showing enrollment, graduation, and job placement trends.
3. **Table 1 – Summary Table of Current and Proposed Rates** - A summary table showing your current semester tuition rate and requested semester tuition rates by program and listing in-state and out-of-state rates individually. Do not include a general tuition increase in your projections.
4. **Table 2 – Revenue/Expenditure Estimates** – A table showing current budget and projected budgets both with and without the requested increase. This will allow us to analyze changes due to the increased revenue from enrollments and the program differential separately. Two additional tables are required depending on what change is being requested:

    Table 2a – Explanation/Detail of How Incremental Revenue From Requested Differential Increase To Be Used – A table outlining the incremental revenue projected to be received from a requested tuition differential increase, how this incremental revenue will be spent and why.

    Table 2b – Detail of Tuition Breakdown & Expenditures For New Programs Requesting To Charge Tuition Under An All-Inclusive Model – A table presenting a breakdown of the various elements comprising the requested all-inclusive program rate with explanations required for each element involved.

5. **Table 3 – Current and Requested Tuition Rate Comparison to Peer Institutions** – A table showing current semester tuition rates, proposed semester tuition rates and mandatory fees for in-state and out-of-state students. The table asks you to compare tuition rates with those of peer institutions. In some cases, data from peer institutions do not separate tuition and fees. If so, please note that fact and make sure you have included your current mandatory fees for students in these programs.

6. **Professional Program Approval form** – Signature sheet requiring the institution's Provost signature, and, at minimum, the signature of the college dean for the differential program being considered or altered.

All forms must be submitted to Georgia Institute of Technology's Office of Institute Budget Planning and Administration (IBPA) to the attention of Barbara Villa, Budget Manager. **E-mail your submission** of the narrative in Word format, the three tables in Excel format, and a pdf of the signed approval sheet to barbara.villa@business.gatech.edu . Please do not submit the forms in any other formats, or via any method other than e-mail.