**DIFFERENTIAL TUITION, TUITION SHARING, and PROVOST/ UCC PROCESS GUIDELINES**

**FOR**

**PROFESSIONAL SCIENCE MASTER’S SPECIALIZATIONS**

**Graduate School, Colorado State University**

**2019**

**PROFESSIONAL SCIENCE MASTER’S SPECIALIZATION – Adding a Specialization**

Specific Requirements/ Differential Tuition

Each STEM college is eligible to create a Professional Science Master’s degree which serves as the shell degree for all PSM specializations that are created within the college. For example, CNS created a Professional Science Master’s Degree in Natural Sciences. They have a specialization approved called Zoo, Aquarium and Animal Shelter Management. As they create other PSM specializations, they will fall under the shell degree, PSM in Natural Sciences.

Because PSM specializations are each unique and similar to new degree programs, they will be required to complete the PSM Specialization Program Proposal and budget (PSM-SPP). Please visit the Provost’s website for forms and process information. Such specializations will be required to present their proposal to the Provost and Council of Deans for approval. Once approval has occurred, the PSM specialization will move through UCC according to the typical specialization process.

The department of the degree program that charges differential tuition receives the full amount assessed.

If the original PSM shell degree that was approved by the BOG has differential tuition (DT) associated with it, the DT is automatically assessed for the new specializations as long as the DT is less than or equal to the DT of the original degree program and the assessment mechanism is the same.

* If the DT is less than that of the original degree program, the Program Director must submit a letter to the Vice Provost for Graduate Affairs (VPGA) that indicates the amount and assessment mechanism; the assessment mechanism must be the same as that in the original program (per-credit or per-semester). This letter must be also signed by the Department Head and College Dean*.*
	+ *This communication will be forwarded to the Office of Budgets Director (OBD) and the Associate Registrar (AR) by the VPGA.*
* If either the DT assessment mechanism has changed (e.g. from per-semester to per-credit) or the DT amount has increased from the original BOG approval, then the director of the program must submit a Differential Tuition Request Form. It must be submitted to the VPGA by February 1. If the request is approved by the VPGA and the Provost, it will be submitted to the BOG for their approval at the May meeting. DT is approved only one time per year at the May BOG meeting. The Differential Tuition Request Form can be found on the Provost’s website.
	+ *The Differential Tuition Request Form will be forwarded to the OBD and the AR by the VPGA.*
* If the DT amount and the assessment mechanism is the same as that of the original program, the director of the program must submit a letter to the VPGA indicating such information.
	+ *This communication will be forwarded to the OBD and the AR by the VPGA.*
* For programs that want to increase the cost of DT or change the assessment mechanism from the original BOG- approved program, but are unable to meet the BOG submission deadline of February 1, the following process is suggested. The academic unit offering the new PSM specialization will adopt the original BOG approved DT and mechanism when the new PSM specialization is presented to the COD. The original DT will be assessed for the new cohort, and the PSM specialization could be implemented once approved by UCC/FC. Later, with more time available, the academic unit can submit a Differential Tuition Request Form with the new DT amount and/or assessment mechanism to the VPGA for VPGA and Provost approval by February 1. The request will be forwarded for review by the BOG at their May meeting. If approved, the assessment will be activated for the following fall.
	+ *The Differential Tuition Request Form will be forwarded to the OBD and the AR by the VPGA.*

Tuition Sharing

* Tuition sharing is defined as the percentage of tuition revenue split between the department and the Central Administration. The percentage that each unit receives will be based on current tuition sharing guidelines even if the tuition sharing percentages for the original degree was lower or higher.
	+ *When the original degree that was approved by the BOG has tuition sharing associated with it, the department should contact the OBD to inform her/him of the tuition share program and to confirm the tuition share percentage.*

UCC Process

* PSM specializations will move through the PSM-SPP Council of Deans process and through the UCC process according to the typical procedures. They are not reviewed by the BOG unless there is a DT change as noted above.