

## Special Course and Academic Program Fee

### Application Form

#### Signature Page

Prepared By:

Grace Nteff Grace Nteff 09/28/18  
Signature Printed Name 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

College Dean (if applicable)

Will M. Scott 9/28/2018 \_\_\_\_\_  
Signature Date 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:

Michelle Farley 10/29/2018  
Signature Date

Provost

[Signature] 11/24/18  
Signature Date

President

[Signature] 11-26-18  
Signature Date

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

Fund	Department	Program	Class	Accounts

SCAPFAC Recommendation: The FNP program fee will be reduced in FY20 from a one time fee of \$1,029 to a one time fee of \$481 and a course fee charged when students are enrolled in NURS 6690 of \$469. The one time fee revenue will cover the expenses that are associated with multiple courses and the course fee revenue will cover the cost of the FHEA review that occurs in NURS 6690 course. Making this change will alleviate some of the concern about students dropping out after the first year and losing a lot of money and would likely make the cost of the program more accessible (spreading the expense out). Dr. Scott did not appeal this recommendation. The two fees will require BOR approval.

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

### ***Application Form***

Date of Application: 09-28-2018

College/Department: COH/SON

Fee Name: FNP Program 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:

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*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: \_\_\_\_\_ Fee amount per student: \_\_\_\_\_ Annual Revenue: \_\_\_\_\_

Do all students in each of these courses have to pay the course fee? \_\_\_\_\_ (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.):**

Which academic program will this fee support? Family Nurse Practitioner Program "FNP"

*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: 20 Fee amount per student: \$949.60

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? \_\_\_\_\_

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

Annual Revenue: \$18,992.00

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

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## *Special Course and Academic Program Fee*

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Attach the following to this form:

- A. A narrative justification for the fee. Make certain to include the following:
- Description of how the fee revenue will be spent (be as specific as possible).

The FNP program fee is a one time fee of \$949.60 which is collected at the beginning of the semester when the student is admitted to the program. The revenue collected will be used to enhance student learning by providing access to additional academic resources that are not available in the FNP education curriculum. Students will be able to access the following services:

- \$468.65 for Fitzgerald Health Education Associates (FHEA) review – (20 students x \$468.05) = \$9,361.00. The “FHEA” review course is implemented during the student’s last clinical course, NURS 6690. All students in the clinical course will receive a review book, access to online quizzes, a pre- post and, a predictor exit exam. FHEA will provide an analysis of test results for all students.
- \$50 for Acemapp/student (20 students x 50) = \$ 1000. This fee is for a documentation system that allows the students to upload compliance documents, maintain all clinical hours completed by each student, stores documents on patients managed by students and allow faculty to grade student documentation and evaluate clinical sites. In addition, it keeps up with the all the student clinical logs and compliance paperwork needed for each student for accreditation purposes.
- \$ 49.00 for FHEA Comprehensive Questions for Family Nurse Practitioner Certification- (20 students x 49.00 = \$980.00). This is an intensive, condensed and focused preparation test for the FNP certification exam. This test confirms that the student has the knowledge and is ready to take the certification exam.
- \$31.95 for the Advance Practice Education Associates (APEA) Adult Gerontology Predictive Exam – (20 students x 31.95 = \$630.00. The Adult Gerontology course does not have an exit or predictor exam at the completion of the course. The predictor exam will provide an analysis of student performance and weak areas to be strengthen prior to beginning the final clinical course in the FNP program.

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- \$300.00 for Clinical Skills USA – ( 20 students x & 300 ) = \$6000.00. This fee covers a live Model Service that allows FNP students to learn advanced and realistic assessment skills by performing gynecological, prostate, testicular and clinical breast exams on humans versus mannequins. Students are provided handouts and access to the CSUSA site to review these skills.
- \$ 50/clinical or lab course fee – ( 20 students x \$50.00) = \$1,000.00. This fee covers supplies and maintenance of simulation mannequins and replacement of lab equipment as needed.

Based on the information in item A, **the fee to be collected in 2019 per student is (\$468.65 + 50 + 49 +31.95 + 300 + 50) = \$949.6**

- B. Justify why the program's department/college budget cannot support these expenditures.

Students are expected to pay the FNP program fee because the items charged are enhancements to the education program and, are not included in the program curriculum provided by the school of nursing. The charged resources are used for individual student benefit.

- C. Describe the benefit this revenue will provide to the students who are paying it.

- A certification review course by Fitzgerald Health Education Associates (FHEA). The review course is used throughout the last semester in the final clinical course to prepare the student for the certification exam. The certification exam pass rates is a standard by which the program is evaluated and accredited. Students are provided with a FHEA review book and access to online quizzes, pre & post exams, and an exit exam.
- FHEA comprehensive questions for Family Nurse Practitioner Certification: After a review course, it is recommended that students allow a minimum of 4-6 weeks of planned study to maximize their chances of success on the certification exam. Students who are not successful in the FHEA exit exam review do not have access to a remediation plan. The FHEA comprehensive questions is an intensive condensed and focus preparation test for the certification exam. It confirms that the student has had the knowledge and is ready to take the certification exam. If the pass rate on the certification exam does not meet minimum standards, the FNP program is less likely to be re-accredited through nursing's professional accreditation body.

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

***Application Form***

- The opportunity to learn advanced assessment skills on real patients from Clinical Skills USA, versus on mannequins. The experience strengthens student confidence in performing gynecological/testicular/prostate/ and clinical breast exams accurately on real humans. The current CSUSA realistic assessments/procedures are available to students online for up to 2 years after they graduate.
- D. If your request is denied describe what impact this will have on your program.
- The student pass rates on the certification exam will be negatively affected. Certification pass rates is a standard by which the FNP program is evaluated and accredited. Low passage rates will jeopardize program accreditation and Georgia Board of Nursing program approval.
  - 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.

N/A

**Special Course and Academic Program Fee**

**Application Form**

**Signature Page**

Prepared By:

Victoria Foster / wms  
Signature

Victoria Foster  
Printed Name

9/28/2018  
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

W. M. Foster  
Signature

9/28/2018  
Date

College Dean (if applicable)

\_\_\_\_\_  
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:

Michelle Furlong  
Signature

10/29/18  
Date

Provost

[Signature]  
Signature

11/21/18  
Date

President

[Signature]  
Signature

11-26-18  
Date

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

Fund	Department	Program	Class	Accounts
10600	0610210	11100	11000	700000

SCAPFAC Recommendations: No changes recommended. Fee remains \$283 per semester. The fee requires BOR approval.

## Special Course and Academic Program Fee

### Application Form

Date of Application: 10 -2018

College/Department: College of Health-School of Nursing

Fee Name: Program 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:

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: \_\_\_\_\_ Fee amount per student: \_\_\_\_\_ Annual Revenue: \_\_\_\_\_

Do all students in each of these courses have to pay the course fee? \_\_\_\_\_ (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.):**

Which academic program will this fee support? Undergraduate Nursing Program

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: 240 Fee amount per student: \$283

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: \$67,920

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

## *Special Course and Academic Program Fee*

### *Application Form*

Attach the following to this form:

- A narrative justification for the fee. Make certain to include the following:
  - Description of how the fee revenue will be spent (be as specific as possible).
    - Standardized Kaplan testing fees - \$250 per year per student
    - Nurse Pack containing small personal nursing equipment - \$100 one-time fee per student
    - Malpractice Insurance - \$50 per year per student (Note: The malpractice fees are paid annually and because of the timing of a student's admission, they may be required to pay this annual fee twice or three times. We have averaged the malpractice fee to make up for the variation)
    - Partial funding of simulation/laboratory equipment-approximately \$57,600 per year
    - Partial payment of equipment warranties
    - Replacement of Laboratory Supplies as needed
  - Justify why the program's department/college budget cannot support these expenditures.

**Allocated budgets for the School of Nursing were developed prior to the implementation of the nursing simulation lab; therefore, our nursing program state allocated budget doesn't address expenses associated with running a high fidelity simulation lab. The School of Nursing budget is insufficient to cover the cost of standardized testing for students required to prepare them to take State Board Exams.**
  - Describe the benefit this revenue will provide to the students who are paying it.

**These fees allow our students experiential experiences such as high fidelity simulation and items need to practice basic nursing skills in a safe environment prior to practicing on patients. Testing will allow the faculty members to evaluate our students' progress in the program and compare our students outcomes to similar in other benchmarked schools. Experience in the simulation lab is likely to increase success on RN Licensure Examination.**
  - If your request is denied describe what impact this will have on your program.

**This would be a great disadvantage to the students and would not allow faculty to evaluate the effectiveness of teaching strategies used within the program and significantly decrease our students' chances of success on RN Licensure Examination. This could impact our accreditation status with both the GA Board of Nursing and CCNE.**
  - 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.

**N/A**



# Special Course and Academic Program Fee

## Appeal Form

### Signature Page

Prepared By:


  
Signature

William Michael Scott  
Printed Name

10/19/2018  
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

  
Signature


10/19/2018  
Date

College Dean (if applicable)

\_\_\_\_\_  
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


10/24/18  
Date

Provost

  
Signature

11/21/18  
Date

President

  
Signature

11-26-18  
Date

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

Fund	Department	Program	Class	Accounts
10600	0610270	RN-BSN Course Fees	11000	409943

Fee Name/FY18 amount	2018 Recommendations	Recommended Fee Changes	Will fee Require BOR Approval?
NURS 3202 Lab Fee \$35/course	<p>Original review: The revenue was \$945 and the expenses were \$935.36 which left a balance of \$9.64 (1% of revenue). The budget manager did a great job of spending the fees this year. The committee would recommend providing more detail about the "office supplies" purchased for the lab from Staples. Other departments provide a lot more detail about what was purchased. The narrative was missing and should be included in the future. It is not clear if students paying this fee are also paying the nursing program fee. Since there was no narrative the committee was uncertain. On the form HLTH 3202 is listed, but this is actually for NURS 3202 and that should be corrected on the form in the future as it caused a lot of confusion by the committee. The committee recommended an appeal addressing the requirement to purchase office supplies using this fee prior to our approval for FY20.</p> <p>Appeal: An appeal was submitted explaining that the office supplies include paper, supplies and toner that is used directly by the students taking the NURS 3202 course. It was also explained that students who take this course for the RN to BSN program do not pay the BSN program fee. The committee felt the fee was justified after the appeal.</p>	No changes recommended	No

## *Special Course and Academic Program Fee*

### *Appeal Form*

Date of Appeal: 10/19/2018

College/Department: School of Nursing

Fee Name: RN-BSN Course Fees

Answer the following questions for your appeal. In most cases you do not need to submit a new application form unless your form was not properly done or you are changing a denied program fee to a course fee (then you would need to submit the new course fee form along with this page.

1. The SCAPFA Committee provided detailed comments that lead to their decision concerning the fee. Please address those comments here. For example, if we reduced your fee or eliminated it due to the fact that you are not spending all of the revenue then you will need to explain why you are not spending all of the revenue.
2. Justify why the program's department/college budget cannot support these expenditures and why students should be expected to pay the fee to cover the expenditure.
3. Describe the benefit this revenue will provide to the students who are paying it.
4. Provide any evidence that helps you to justify your fee.

**First of all, there seems to be some confusion regarding the correct prefix for the RN-BSN course in question. Although, I do not know exactly why, it has been referenced as HLTH 3202, but it should be listed as NURS 3202 and will be correctly moving forward. Thanks for bringing this to our attention.**

**The program fee the committee keeps referring to is for the traditional, pre-licensure BSN program only. The RN-BSN track is a separate track in the undergraduate program. This is mostly an online degree plan targeted to registered nurses who entered into the profession at the associate degree level, and now want to earn a baccalaureate degree. As such, a program fee is not collected from these students. This is a much smaller track, but still extant, to meet the educational needs of the professional nursing community. As such, NURS 3202 collects a course fee from students to cover cost of materials and supplies used in the practicum/skill based sessions in the simulation lab on campus.**

**This is essentially the only time these students are actually on-site. The students, therefore, make the most of the experience by printing and copying most of the materials needed for their external preceptorships which they are released to at the end of their practicum. A question has been raised about the necessity of charging items to Staples when actually the course focuses on basic health assessment. The reality is most of the course fee covers items such as copier toner and printer paper. Students copy quite a bit of helpful information needed for the next phase of the course which occurs off campus. Of the \$945 dollars charged in this department for the course, \$510.36 was spent on these types of office items. This includes various printed evaluation rubrics needed by them, and their preceptors, as they proceed with the rest of the course. The rest of the charges went towards a Pocket Nurse® Simulation Model which all the students utilize in the on-site session. I believe this left a balance of \$9.64. I hope this is sufficient in explaining why this course fee is collected. Please inform me if additional clarification is needed. WMS**