**Obtaining student input**

ABOR requires *Evidence of student consultation including notification and consultation with elected student representatives concerning the proposed tuition, mandatory fees, college fees or program fees.*

“Elected student representatives” means the students elected to college councils and associated student government.  The department must meet with this student group and discuss the fee proposal.

**Document the following for each student input communication.** A minimum of two reports are expected. One for the students in the program and one for the elected student representatives.

Student representative data should be kept separate from program student data. Multiple communications with program students is recommended unless all students can be reached with one communication.

1. Identification of audiences: program members *and* elected student representatives.
2. Number of total program members.
3. Method and date of communication: surveys, forums, regularly scheduled program meetings (recommended if available).
4. Number of invitations and number of actual responders/attendees from program members and elected student representatives.
5. Response analysis
	1. General response- with sample comments
	2. Concerns expressed- with sample comments
	3. Level of understanding- with sample comments

For new programs without current student enrollment, the requirements are the same, but the audience is comprised of the following:

Prospective students: recruiting/orientations; first-year students; elected student representatives.