
PROCEDURES AND GUIDELINES FOR APPROVAL OF SPECIAL COURSE OR PROGRAM FEES

PURPOSE: The following procedures and guidelines have been established to provide for the fair and consistent approval and application of special course or program fees.

I. Procedure

- A. Academic units that wish to propose a special course or program fee or to increase a fee must submit a detailed written proposal and justification to the Provost no later than November 1 for fees to be implemented in the subsequent summer session or fall semester, and no later than April 1 for fees to be implemented the subsequent spring semester.
- B. The written proposal and justification shall contain the following information for each course affected (or each group courses similarly affected) by the proposed fees:
 - A detailed description of the expenses that make necessary the charging of a fee.
 - A projection, based on past and/or expected enrollments, of income from the proposed fee.
 - A description of the proposed distribution of the collected fees among general classes of expenditures, e.g., to staffing, to equipment, to field trips, and to expendables.
 - An explanation as to why departmental funds are insufficient to fund the described expenses.
- C. Special course or program fee proposals will be reviewed by the Deans' Council, which in turn will forward its recommendations to the President's Cabinet no later than December 1 for Summer/Fall and no later than April 1 for Spring. The Dean's Council and/or the President's Cabinet may request further clarification of proposals or may request modification of proposals.
- D. The Provost will notify the Registrar's Office and the Cashier's Office immediately of all special course or program fees that have been approved.
- E. All special course or program fees must be listed in the Schedule of Classes and Summer Bulletins in order to provide students advance notice; fees not listed will not be collected.
- F. At the end of each academic year, the academic unit shall prepare a report that describes the income secured from fees, the expenditures for which those fees were spent, the balance of fees remaining at the end of the year, plans for that balance (e.g., accruing funds for a major purchase). That report shall be reviewed by the dean to ascertain that the amount of fees collected is justified and that the expenditures of funds are for acceptable purposes.

- G. Departments may request appropriate special fees for Special Topics courses. Such requests must be made sufficiently early so that they may be included in the printed Schedule of Classes. Requests shall be made via memo to the Provost's office.

In recommending approval or disapproval of proposals to charge or increase special course or program fees, the Deans' Council and President's Cabinet will observe the following guidelines.

II. Guidelines

Ordinarily, special course or program fees may be charged for the following:

- A. Expendable supplies or materials, such as art supplies (paint, jewelry metals, photographic paper and chemicals, etc.) or laboratory or clinical supplies (dissection specimens, disposable syringes and latex gloves, chemicals, glassware, video tapes or other use-intensive educational aids, etc.).
- B. Special services or facilities offered as a convenience or enriched experience for students, such as individual lessons in music, live models in drawing classes, golf course privileges, distance education, etc.
- C. Materials, supplies, tools, etc. ordered in quantity by the department as a convenience or cost-saving measure for students, or when such items are not readily available locally.
- D. Access to specialized or enriched computer laboratory services (including hardware, software, maintenance, and staff) that exceed the level of access and service that is basic to instruction and would thus be funded by the academic unit or campus-wide computer fee.
- E. Pass-through fees for malpractice insurance, certification examinations required before student clinical practice, required immunizations, or assessment examinations required by national accrediting agencies.
- F. Course-related student travel and lodging, such as supervised field trips and course-related faculty travel and lodging, when associated with supervision of internships, externships, optional field trips, or other enrichment experiences.
- G. Equipment used exclusively for instructional purposes such as microscopes, analytical equipment, anatomical models, ceramics wheels, etc.
- H. Staffing used specifically to aid in instruction, such as laboratory coordinators.

Ordinarily, special course or program fees may not be charged for the following:

- A. Supplies, materials, equipment, and services that have broad departmental usage (e.g. paper, photocopying, clerical assistance, etc.) and that are customarily funded through departmental operating expense or equipment budgets.
- B. Fixed equipment, that is, equipment that is physically installed such as fume hoods, dishwashers, or kilns.
- C. Equipment that is to be used primarily for research. The purchase of equipment for graduate education must not consume an excessive proportion of the budget.
- D. Materials, supplies, and services related to the advertising and promotion of courses or workshops offered for credit.
- E. Books or periodical subscriptions for departmental libraries or shared use by students and faculty.

- F. Faculty travel and lodging associated with supervision of internships, externships, student teaching within the BSU service area, or clinical or field experiences required of students.
- G. Paramount in determining which special course or program fees will be approved or disapproved by the Deans' Council and President's Cabinet will be the cost/benefit ratio to students.

Approved fees may be charged at a level sufficient to partially or fully offset costs, but should not be used to generate substantial surplus, unless that surplus is being accrued for a planned purchase of a particular item(s).

II. DIVISION OF EXTENDED STUDIES

The Division of Extended Studies has the authority to charge special fees, as approved by the Provost, on a cost recovery basis for any self-supporting programs and services it offers to students. For traditional coursework administered by the Division of Extended Studies, the guidelines described above will apply.