



PROCEDURE FOR SPECIAL COURSE & ELECTIVE FEES

What are Course Fees?

Special course fees are warranted where the proposed fee results in enhancement of the educational experience beyond that *ordinarily* provided. Special course fees are permitted in course offerings where the University incurs continuing and significant expenses for services or materials supplied directly to students. Examples of courses that may be included are laboratory and studio courses that involve substantial use of supplies, provide private instruction or mentoring for students, or depend on the regular availability of specialized equipment and/or software with current capabilities. Expenses associated with planned field trips or specialized testing may also be covered by course fees. Courses that make regular use of general-purpose computers supported by Student Technology Fees shall **not** institute special course fees for purchase of computers. Courses which are normally supported through special allocations or grants are not eligible for special fee consideration.

Establishing a Special Course Fee

A request for a special course fee may be initiated when the department or program believes that the level of expense in a course validates the need for such a fee. The USG form ([found here](#)) requests a statement of justification and cost table worksheet. The statement should include a description of how the fee revenue is intended to be spent, evidence that the faculty in the department or program have discussed the fee, and the value added for the course in which the special fee will be charged.

Special Course & Elective Fee Review Process

1. Course fees requests are generated in the department (or in the College or School if there are no departments) that needs the fee. All requests must be submitted using the Application for Special Course Fee form.
2. The request is reviewed and approved by the dean and/or department head and then transmitted to the Office of the Provost. The request will then be submitted to the Academic **Special Course Fee Committee (ASCFC)** for review. Course fees to be assessed fall semester must be submitted to the committee by February 1. Course fees to be assessed beginning spring semester must be submitted by October 1. All program fees must also be submitted by October 1. Exceptions to these deadlines for business reasons require special approval from the Budget Office.
3. AASFC recommendations for each request will be sent to the Provost. The recommendation should include the course name, number, title, purpose of the fee, when the fee was going to be required and collected, the fee amount, projected revenue, and how the revenue would be used.
4. If approved by the Provost, they will be forwarded to the President and the Budget Office for final review and Presidential approval.
5. Approved requests will generally take effect the following Fall Semester unless business needs require an earlier implementation.

If approved, the Provost shall forward the proposal to the Budget Office for implementation. Students may not be assessed special course fees that have not been approved and received by the Budget Office. Once approved, a special course fee shall be noted in the official schedule of classes, and the fee shall be added to the tuition and fees billed when a student registers for the course. Should a student seek a refund, the fee shall be subject to Board of Regents refund policies.

Changing previously established Course Fees or Course Titles

If a fee has been approved for a course, any changes to that fee or any changes in the course name or number must be submitted for review to the dean, and if approved, to the Office of the ~~and~~ Provost. Description of changes, including justification, must be included. Reference should be made to the initial date of approval and original course name and number and/or fee description.

Management of Fee Accounts

Revenue generated by special course fees must be expended by the end of the fiscal year, and expenditures shall be restricted to those purposes identified in the department's approved fee request. The balance of funds in each department's special course fee account shall be reviewed by the Dean and the Provost at the end of the fiscal year. Accumulation of significant fund balances may prompt reduction of the course fee; small balances may be used for supplies or equipment to enhance direct service to students enrolled in the particular course.

Membership of Academic Affairs Special Fee Committee

1. Faculty Representatives from
 - College of Education
 - College of Business
 - College of Arts and Sciences
 - College of Health Sciences
2. SGA Representative
3. Faculty Senate Representative
4. Budget Office
5. Provost Office Representatives (ex officio)

Reviewed Council of Deans: August 23, 2017

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