

Criteria and Procedures for Establishing and Reviewing Course Related Special Fees

I. Criteria for Assessing Special Fees

Special fees may be assessed only when they derive from the special character of the course or set of courses for which unusual and extraordinary expenses are entailed. Examples include but are not limited to consumables in laboratory and studio courses, travel expenses for instructors to provide on-site supervision, rental of equipment and instruments such as microscope rental and instruments in HSC, and for rental of facilities, film, etc.

II. The procedure for establishing special fees shall be:

(1) The request will be submitted by the Dean of the Unit to appropriate Vice President (of Academic or Health Affairs). The request must include:

(a) evidence that the course(s) or program(s) involve the special financial circumstances described

in these Criteria, Sec. I.

(b) evidence that the fee is reasonable in the context of the funds otherwise available for the Unit requesting the fee(s).

(c) evidence of the consultation of the Dean with the Chairperson of the Department or Program directly involved and with the appropriate unit faculty and student bodies.

(2) The Vice President will consult with the Student Senate; if the Vice President concurs with the

Dean's recommendation it will be forwarded with the Vice President's endorsement to the President and the Board of Trustees.

III. The procedure for reviewing established fees shall be:

There are three occasions when the criteria for special fees should be used to determine the appropriateness of such fees:

(1) A review is mandated at the time of the establishment of the fee and this is spelled out under Section I above.

(2) Each unit that utilizes special fees should conduct its own review of the continuing appropriateness

of and need for all fees at the beginning of each academic year, but prior to the publication of the fees in the semester schedule. This review is internal and need not be communicated beyond the unit.

(3) There shall be a review of all special fees by the unit and in cooperation with the appropriate Vice

President every five years. To establish a base line from which to start, all academic units which have special fees shall conduct such a review during the current biennium, ending June 30, 1982.

(Speed Scientific School has completed its review with the implementations for its new fee schedule.)

The Dean shall submit to the appropriate Vice President a procedure for conducting the unit's review. The

process must provide a reasonable role for the student government organization of the unit. The unit's

review will be conveyed to the appropriate Vice President who will forward the review to the Student

Senate for comment. Any change recommended by the Student Senate will be referred to the unit for

consideration, after appropriate review, the proposed fees will be sent to the Board of Trustees for its

approval.

IV. Disbursement of Special Fees

The Office of Financial Affairs will meet with the appropriate office to assist in establishing a mechanism

for identifying fees collected in order to relate the income to the unit incurring the expenditure.