

## **PROCEDURES FOR ESTABLISHING AND REVIEWING COURSE AND NON-COURSE RELATED STUDENT FEES**

Student fees can be categorized as course fees or non-course related fees. Course fees are charges directly associated with enrollment in a particular academic course. Course fees are assessed for the purpose of offsetting expenses for supplies, equipment or other materials directly consumed in the process of participating in and completing that particular academic course. Non-course related fees are charges assessed to all students or to identifiable sub-groups of students for the purpose of supporting specified functions of the University. Student fees can be further classified as either mandatory or miscellaneous fees. A mandatory fee is a fee that all students are required to pay to support the basic educational functions of the institution.

The following procedures address both the establishment and review of course fees and non-course related student fees.

The procedure for establishing, modifying or inactivating course-related fees shall be:

- (1) The Dean will consult with affected student groups and the Student Government Association. Requests from Health Sciences units will be submitted to the Executive Vice President for Health Affairs who will forward the request to the University Provost. All other requests will be submitted directly to the University Provost. The request must include:
  - (a) evidence that the course(s) or program(s) involve the special financial circumstances based on the character of the course for which unusual and extraordinary expenses are entailed;
  - (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 Chair of the Department or Program directly involved with the appropriate unit faculty and student bodies.
- (2) The University Provost will review requests with the Bursar, Registrar, Financial Aid, and the Office of the Vice President of Finance and will then forward the requests to the Tuition and Fee Setting Task Force which will make a recommendation to the University Provost. The Provost will submit the proposed fees to the Board of Trustees for final approval. Once approved the Provost will notify affected student groups, the unit Dean, Bursar, Registrar, Financial Aid, and the Office of the Vice President of Finance

The procedure for establishing, modifying or inactivating non-course related fees shall be:

- (1) The Dean or Vice President will consult with affected student groups and/or the Student Government Association. Requests from the Health Sciences units will be submitted to the Executive Vice President for Health Affairs who will forward the request to the University Provost. All other requests will be submitted directly to the University Provost.

The request will include:

- (a) evidence of special circumstances that require a fee;
  - (b) evidence that the fee is reasonable;
  - (c) evidence of consultation with appropriate administrative, faculty and student bodies.
- (2) The University Provost will review requests with the Bursar, Registrar, Financial Aid, and the Office of the Vice President of Finance and will then forward the requests to the Tuition and Fee Setting Task Force which will make a recommendation to the University Provost. The

Provost will submit the proposed fees to the Board of Trustees for final approval. Once approved the Provost will notify affected student groups, the unit Dean, Bursar, Registrar, Financial Aid, and the Office of the Vice President of Finance.

All fees will be reviewed on an annual basis by the Vice Provost for Institutional Research, Effectiveness and Analytics to ensure their appropriateness, e.g., fees for courses that have been discontinued, will be discontinued.

**Revised: 11/18/2013**