

PROCEDURE TITLE:	COURSE FEES – MANAGEMENT AND USE
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RELATED POLICY:	4.90REV
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RESPONSIBLE ADMINISTRATOR(S):	VPF&A/ Provost
EFFECTIVE DATE:	01/15/16
NEXT REVIEW DATE:	01/2017
APPROVED BY:	PRESIDENT

## 1.0 DEFINITION AND APPLICATION

### 1.1 Course fees are defined by university policy as:

Fees charged only to students enrolled in courses for which a supplemental fee has been established to defray the cost of lab supplies, technology needs, or other special requirements of the course (Policy 4.90 REV, section 2.2.2).

### 1.2 Course fees are used to support expenses that go beyond normal classroom instruction and directly benefit the students enrolled in the course – present and future. Course fees may be collected to pay for current expenses, or may be carried forward in order to pay for larger, infrequent expenditures associated with a course.

### 1.3 Course fees are applied only to courses for which the fee can be justified. In some programs, this may include the majority of the courses offered. In other programs, only a small percentage of the courses will require an additional fee assessment.

## 2.0 AUTHORITY TO ESTABLISH COURSE FEES

### 2.1 The Course fee rate schedule is approved annually by the Board of Trustees – typically at its March meeting.

### 2.2 The decision to apply an existing course fee to particular courses must be approved by the Provost and must directly offset distinct instructional expenses related to the applicable course.

## 3.0 AUTHORIZED USES OF COURSE FEES

### 3.1 Course Fees may be used to pay for expenses as follows:

3.1.1 Special equipment needed in a lab or classroom to support specific courses

- 3.1.2 Service contracts and repair for specialized lab or classroom equipment.
  - 3.1.3 Instructional technologies, materials, software, furniture, and supplies for a lab or classroom that is used for a course or laboratory section. Travel by faculty and staff to field and clinical locations.
  - 3.1.4 Communication with field and clinical locations regarding contracts and student placement.
  - 3.1.5 Stipends paid to site-based clinical supervisors (non-SSU personnel) or to the facilities directly supporting a course (e.g. student teaching or clinical sites).
  - 3.1.6 Course-related field trip costs (up to the amount of course fees paid by the students enrolled in that course).
  - 3.1.7 Student employees or part-time student assistants in course settings (including tutors and supplemental instructors).
  - 3.1.8 Temporary employment contracts to cover duties directly related to courses or labs (e.g. animal care).
  - 3.1.9 Design, renovation, remodeling, and/or upgrades to course space (only with prior approval through the university's space allocation process).
  - 3.1.10 Specialized Library resources (e.g. access to an expensive database that is not widely used or available through OhioLink).
  - 3.1.11 Development of course materials (tests, lab manuals, online resources) that benefit student in all sections of a particular course.
  - 3.1.12 Other academic related purpose that is approved jointly by the Dean, Provost and Vice President for Finance and Administration.
- 3.2 Purpose and Use of Course Fees
- 3.2.1 The examples in this document are not intended to replace other sources of funding currently available. For instance, each department has an annual Library allocation for books and periodicals that will continue, and some departments use student employee funds in their regular budgets to staff labs. However, if a department shifts existing expenses from its primary account to its course fee account, there is no guarantee it will retain the same baseline funding in its primary account during the annual budget process.

3.2.2 Course fees are intended to support the instruction of the specific courses for which students are paying. Exceptions to this rule are cases where planning and savings are required by the department to purchase a piece of equipment, replace items such as microscopes or computers, or develop or renovate lab/lecture room spaces that will improve the delivery of instruction to the applicable courses. Such larger expenses may justify deferred expenditures, but must be part of an annual departmental plan (with a distinct accounting code established to enable tracking) that has been approved by the Dean.

3.3 Course fees may not be used for the following:

3.3.1 Salary, benefits, professional development, research or other expenses to support SSU faculty (full-service, temporary or adjunct).

3.3.2 Salary, benefits, professional development, or other expenses to support SSU administrators or support staff.

3.3.3 Department/program expenses that are not related to a specific course.

#### 4.0 COLLEGE COURSE FEE FUND

Each Dean holds 10% of each department's/program's course fees for College expenses. This share provides the Deans with funds to support programs that encounter unusually high expenses such as an unanticipated lab or classroom equipment replacement or repair. In addition, the Dean's share may be used to equip a lab used by multiple programs, or to cover start-up expenses associated with a new program or degree.

#### 5.0 COURSE FEE ACCOUNTING

Course fees are assessed when a student registers and they are recorded as income in the Dean's course fee account. Each term, the Dean's office allocates 90% of those funds to the applicable academic areas. While unexpended course fee revenue rolls forward to the following year, prior years' fund balances may only be spent according to the departmental plan approved annually by the Dean and Provost, and identified by a distinct project code.

#### 6.0 PROCEDURE REVIEW

These procedures were developed in active collaboration between the Provost, Deans, Director of Budget Planning, and the VP for Finance and Administration. They will be reviewed and updated as necessary by the same group. Major deviations or modifications will require the President's approval.

#### History

Effective: 01/15/16