

SUBJECT: COURSE FEES

I. PURPOSE: Establish policy and procedure on assessing, expending, and adjusting course fees.

II. POLICY:

A. General Conditions and Applicability

1. In addition to regular tuition and student fees, course-specific fees may be assessed to students for lecture and laboratory classes.
2. Course fees assessed to students must be approved in advance and identified in the schedule of classes.
3. Course fees automatically expire after three years, unless reviewed and re-approved in the manner outlined below. See paragraph C. Do not charge an alternative becomes available.
4. Course fees are not assessed to students who are on a leave of absence.
5. This policy applies only to courses for which student fees are charged, and is not intended to be applied to courses not charged for distance learning, independent study, or continuing education classes.
6. Expenditures and balances from fee accounts with a multi-year expenditure plan must be approved by the Campus oversight of fee balances will be the responsibility of the Course Fee Committee. Without an approved expenditure plan, adjustments, including reductions, may be warranted.

B. Definition and Use of Course Fee Revenue

1. Course fees are designed to cover the costs of equipment, maintenance, and replacement, software upgrades, consumables, supplies, field trips, clinical practice (student teaching), and other expenses.
2. Course fees may be assessed to support projects which result in items retained by students (e.g., materials for a millwork or art project).
3. The amount of a course fee must be based on anticipated expenditures for equipment, maintenance, software, supplies, field trips or other expenses.



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