

### COURSE CHARGES

Course charges are defined as amounts to be paid by students for supplies, materials, or other expenses of a course or program which are directly related to student participation and which may vary in amount from one student to another. Examples: materials used for class projects which the student retains; materials which are used, broken, or destroyed; cost of maintenance of supplies such as towels/laundry; and transportation expenses for field trips.

Students shall be notified in the schedule which courses have approved course charges. Additionally, a statement should be included in the catalog in the major course description briefly explaining the purpose of the course charge. The amount of the course charge shall not be published in the schedule or in the catalog.

The following statement shall be printed in the schedule before course offerings of programs with approved course charges:

“Courses with a # sign have approved course charges. A listing of courses with the amount of the approved course charges is available in the office of the Department Chair and Advisor.” A copy is also available in the Registration Office or the Vice President for Academic Affairs Office.

Course charges shall be assessed, or discontinued, only after review by the President's Council and approval of the President. Course charges shall not be approved for general instructional materials such as course syllabi and examination materials.

All requests for new course charges and all requests for changes in existing course charges must be submitted to the President's Council no later than March 1, and generally shall be effective with the Fall Semester. Fees and charges are considered annually during late March/early April. Interim consideration may be made only in exceptional emergency situations.

Funds collected as course charges shall be expended only for items directly related to the purpose for which the charge was authorized.

Course charge funds shall be deposited into a separate account and cannot be commingled with other funds.

All course charges shall be reviewed annually by the Vice President for Academic Affairs.

#### Procedure

1. Requests for a new course charge, including a detailed justification shall be submitted by the Department Chair for review by the Dean and by the Vice President for Academic Affairs. If approved, the Vice President for Academic Affairs shall review the request

with the Vice President for Business Affairs before submitting it to the President's Council for consideration.

2. Following approval of a course charge by the President, the Treasurer shall determine if a new account is required or if an appropriate account already exists. If a new account is required, a [New Account Request form](#) shall be submitted by the Department Chair.
3. Charges may be paid in advance with unused portions to be refunded (*i.e.*, breakage fees) or they may be paid after the fact based upon materials used (*i.e.*, art supplies).
4. Funds collected shall be accounted for within the individual accounts established for that purpose within the Material Fees (Course Charges) Entity and shall be subject to year-end expenditure and carry-over limitations as prescribed in the [Legislative Audit Commission Guidelines](#).
5. The repository of record for charges approved by the President shall be in the Office of the Vice President for Academic Affairs.

Approved:  
President  
October 11, 2000

Monitor: Vice President for Academic Affairs