

To Senate

## **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. Fees assessed to students must be approved in advance and identified in the schedule of classes.
3. Fees automatically expire after three years, unless reviewed and re-approved in the manner outlined below. *See paragraph C.2.*
4. Departments have the option of not charging an approved course fee if an alternative becomes available.
5. This policy applies only to courses for which regular tuition and a student fee are charged, and is not intended to control course fees charged for distance education, workforce services, or other self-support classes.
6. Expenditures and balances from fee accounts will be monitored. A multi-year expenditure plan must be approved by the respective dean. College oversight of fee balances will be the responsibility of the Course Fee Committee. Without an approved expenditure plan, fee adjustments, including reductions, may be warranted. *See paragraph C.2.*

#### **B. Definition and Use of Course Fee Revenue**

1. Course fees are designed to cover the costs of equipment maintenance and replacement, consumable materials and supplies, field trips, applied music, clinical practice, etc.
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 incurred on behalf of students. The fee should cover only these expenditures, and departments may not generate excess revenue from these fees. Fund balances in the course fee accounts will be monitored by the dean's office and examined annually to ensure that revenues are approximately equal to expenditures for approved items, including planned, long-term equipment replacements.

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4. An annual budget will be established for all course fee accounts.

#### C. Adjustments and Approvals

1. Prior to submitting a proposal for a course fee or a course fee change, the dean and the Department Chair will review the need for the fee. The results of the review will be made part of the proposal.
2. Proposals for all new fees, changes in existing fees, continuation of fees after three years, or deletion of fees must be submitted in writing, through the appropriate dean, on the course fee request form (See attached). The request form is submitted to the Office of the Vice President for Academic Affairs for review by a course fee committee (Course Fee Committee) comprised of the VPAA, two deans appointed by the VPAA, three faculty members appointed by the Faculty Senate chair, a financial services representative, and a representative of student government. The request must include rationale and justification, and explanation of how the amount of the fee was determined, the affected course(s), the date of implement or deletion, and the suggested amount of the fee.
3. Recommendations of the Course Fee Committee are forwarded to the President for final action each December. Fee changes are effective the subsequent academic year. No course fee may be imposed without the President's approval.
4. Department chairs or Directors are responsible for listing the correct, approved fees on class scheduling sheets submitted to the Registrar's office and the Cashier's office.

#### D. Disclosure Requirements

1. Course fee requests will be on file in the Office of the Vice President for Academic Affairs.

#### E. Review of Course Fees and Expenditures

During September of each year, the VPAA's office will provide a copy of the course fees master list to each dean. The VPAA, the budget office, deans, and department chairs will review fee account fund balance reports prepared by financial services. Further, the amount of the fee, the account to which fees are posted, and the expenditures from the fee accounts will be reviewed. Any adjustments will be initiated from this review by the dean and each department chair, including decreasing the fee.

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**COMMUNITY COLLEGE OF SOUTHERN NEVADA  
FEE REQUEST**

Course Number \_\_\_\_\_ Course Title \_\_\_\_\_  
Instructor(s) \_\_\_\_\_  
Department \_\_\_\_\_ Division \_\_\_\_\_  
Semester Taught: Fall\_\_ Spring\_\_ Summer\_\_

**Type of Request (check one):**

New assessment  Renewal of existing fee  Change in amount of assessment

Old fee amount \$ \_\_\_\_\_

Proposed fee amount \$ \_\_\_\_\_

To become effective \_\_\_\_\_ Semester 20\_\_ (not before next fiscal year)

Account number \_\_\_\_\_ (Financial Services will assign account numbers for new fees.)

**Course fee information must be included in the class syllabus.**

Explain why the fee is needed.  
(Attach additional sheets of information, if desired.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of account manager \_\_\_\_\_

Person to receive account printouts \_\_\_\_\_

**Signatures:**

Instructor(s) \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

Dean \_\_\_\_\_ Date \_\_\_\_\_

VPAA \_\_\_\_\_ Date \_\_\_\_\_