COPPIN
STATE UNIVERSITY
EST. 1900

Approved By: President's Cabinet
Approval Date: February 8, 2018

Policy for Requesting Changes to Course Specific Student Fees

All requested changes to tuition and fees should comply with Board of Regents Policy VIII-2.50. This policy requires Board of Regents approval for all changes to tuition and mandatory fees, including room and board charges. There may be instances in which course specific fees are necessary to support unique instructional requirements of individual courses within programs. These instances normally exist due to the specialized nature of a course and the associated cost of these requirements. This policy outlines a process for the request and approval of such course specific fees. This policy is not meant to include a request for differential tuition related to an entire program.

Consistent with BOR Policy VIII-2.50, any requested changes to fees should be submitted as part of the overall budget development process for a fiscal year. The approval process will include multi-level review and approval steps. These levels are outlined below:

1) Initial Approval – Dean of the college under which the program and courses are offered
2) Second Approval – Vice President of Academic Affairs/Provost
3) Final Approval – President's approval pending review and discussion with the cabinet

In order for each level of approval to adequately review and determine the appropriateness of the request, the proposal should include the following information.

1. Name and description of the fee, and an effective date
2. Amount and identification if this is an existing or new fee, change to an existing fee or the elimination of an existing fee
3. Listing of courses and sections to which this fee will be applied
4. Detailed justification of why this request is necessary, including all information, both descriptive and financial. This information is necessary for the approving authorities to make an informed and transparent decision.
5. An estimate of the impact on fee revenue of this request

The estimated amount of revenue will be included in the operating budget for the department or program in question. Actual revenue will be analyzed compared to budget as the fiscal year progresses to assess the budgetary availability of funds.

Maria Thompson, Ph.D.
President

14 Feb 2018
Date

Stephen R. Danik
Vice President for Administration and Finance

2/13/18
Date

Procedures for the implementation of course specific Student Fees

Overview of Policy

All requested changes to tuition and fees should comply with Board of Regents Policy VIII-2.50. This policy requires Board of Regents approval for all changes to tuition and mandatory fees, including room and board charges. There may be instances where course specific fees are necessary to support unique instructional requirements of individual courses within programs. These instances normally exist due to the specialized nature of a course and an associated extraordinary cost of these requirements. It is the intention of this policy to outline a process for the request and approval of such course specific fees. This policy is not meant to include a request for differential tuition related to an entire program.

Consistent with BOR Policy VIII-2.50 any requested changes to fees should be submitted as part of the overall budget development process for an upcoming fiscal year.

This fee shall support curriculum-associated requirements such as *but not limited to* laboratory, clinical or practicum, access to curriculum-required related software and online curriculum-support services and consumables. The department requesting the fee shall complete an analysis of other similar programs in the University System of Maryland to serve as a basis for comparison that the fees are reasonable or customary.

Procedure

New or revised fees may be assessed each academic year for identified courses. The basis for the student fee must align with the course design. The approval process will include multi-level approval steps. There will be documented evidence (i.e., student information session agenda and attendance sheet) that a discussion occurred with the students and that students are aware of the purpose of the proposed fees and how they will support the course design.

Levels of discussion and approval:

In order for each level of approval to adequately review and determine the appropriateness of the request, the proposal should include the following:

1) **Initial recommendation**-Faculty discusses and submits recommendation to Chairperson for the program in which the courses are offered. The process by which student fee policies are voted on by the Faculty of the respective department and or schools will be in accordance with the USM Board of Regents student participation guidelines.
2) **Approval—Faculty** within the respective academic unit(s) must endorse/approve the recommendation.
3) **Approval** – Dean of the college under which the program and courses are offered.
4) **Approval** –Provost and Vice President of Academic Affairs
5) **Final Approval** – President of the University, approval with recommendations or disapproval pending review and discussion with the cabinet.

6) **Implementation**-Vice President of Administration and Finance authorizes the establishment and implementation of the fees in the PeopleSoft system.

Fees effective Fall of the upcoming academic year

A Request for Course Related Fees form should be signed off by the required signatories (see Request for Course Related Fees form.)

Timeline for implementation of or changes to course specific student fees:

October 1-Each year, by October 1, the proposed fees shall be reviewed by the department chairperson and a recommendation brought forth for voting by the faculty prior to sending to the dean of the college for approval.

November 15-By November 15, the dean shall forward the request to the provost through the Council of Deans.

December 15-No later than December 15, the provost shall review and forward the recommendation to the President's Cabinet for consideration and approval.

Note:

Every course with a course specific student fee shall be reviewed annually to confirm the appropriateness of the fee. Should the curriculum change or a course be discontinued, the appropriate Dean shall notify the Vice President of Administration and Finance to make the applicable changes in the PeopleSoft system.

Request for Course Related Fees

Fee:

Requester:

College/Dean:_____

Department:_____

Justification Statement: Brief description as to why this fee is needed.

Revenue Projection:
No. of Students X Fee

Signatures of Approval:

	Name	Date
Dept. Chair		
Dean		
Provost & VPAA		
President		
VP for Finance & Administration		

Criteria for Course Related Fee Request *

1. Expenditure directly related to course
2. Costs outside of normal student fee structure (e.g. Student Teaching, etc.)
3. High cost labs
4. Specialized training

* Must be fully completed

Instructions for Request for Course Related Fees

A Title which will be displayed in PeopleSoft and Tuition and Fees Schedule.

B This is the name of the individual who is proposing the course related fee.

C This is the name of the College and Dean to which this fee is applicable.

D This is the department to which this fee is applicable.

E Provide a brief justification statement as to why this fee is needed. This should align with the criteria for the establishment of a course related fee. Include supporting documentation of similar programs.

F A revenue projection should be recorded calculating the estimated number of students that will be affected times the fee amount.

G The Request for Course Related Fees shall be signed and dated in the following order:
Department Chair
Dean of the College
Provost and VPAA
President
VP for Finance and Administration

NOTE: It should be noted that this sign off process can be stopped at any point should the individual not agree with the fee.

Budget for Course Related Fees			
Revenue			
No. of Students X Fee			
Expenditures			
Description			Cost
Balance Available			$ -

Student Course Fee Procedure

Step	Category	Status
1	Initial recommendation-Faculty discusses and submits recommendation to Chairperson for the program in which the courses are offered. The process by which student fee policies are voted on by the Faculty of the respective department and or schools will be in accordance with the USM Board of Regents student participation guidelines.	
2	Faculty within the respective academic unit(s) must endorse/approve the recommendation.	
3	Approval –Dean of the college under which the program and courses are offered	
4	Approval –Provost and Vice President of Academic Affairs	
5	Final Approval – President of the University, approval with recommendations or disapproval pending review and discussion with the cabinet.	
6	Vice President of Administration and Finance authorizes the establishment and implementation of the fees in the PeopleSoft system.	
7	By **October 1,** the proposed fees reviewed by the department Chairperson and a recommendation brought forth for voting by the faculty prior to sending to the Dean of the College for approval.	
8	By **November 15,** the Dean forwards the request to the Provost through the Council of Deans.	
9	No later than **December 15,** the Provost reviews and forwards the recommendation to the President's cabinet for consideration and approval.	

Fees effective Fall of the upcoming academic year