

**JACKSONVILLE STATE UNIVERSITY**  
**Manual of Policies and Procedures**

**POLICY NO.: IV:13**

**DATE: January 2020**

**REVIEW/REVISION DATES:**

**SUBJECT: Course and Program Fee Policy**

**APPROVED: Dr. Don C. Killingsworth, Jr., Acting President**

**PURPOSE**

The Course and Program Fee Policy provides the parameters by which Jacksonville State University (JSU) approves and uses course and program related fees promoting transparency and accountability.

**POLICY**

Course and program fees ("fees") are to be approved by the Department Head, Dean, Tuition and Fees Evaluation Committee, Provost & Senior Vice President, Academic Affairs (Provost), the Senior Vice President, Finance & Administration, and the President. Once internally approved, the fees are presented to the Board of Trustees (BOT) for final approval prior to implementation.

The Provost is responsible for fee implementation and compliance, but adherence to this policy is a shared responsibility among the requesting Department Head, Dean, the Provost, and the Senior Vice President, Finance & Administration.

Fees must be:

- Integral to the course or program for each student to reach the intended learning objectives;
- Solely for support of the course or program involved;
- Easily identified by the student as to the direct benefit received from the fee;
- Equivalent or lower than what the student would expect to pay for the material or service if purchased independently;
- Administered in ways that provide students paying those fees a reasonable opportunity to benefit equitably from the expenditure of the fee.

Changes in the use of the fees must be approved in writing by the Provost and the Senior Vice President, Finance & Administration.

To insure that students are aware of costs prior to registration, information about fees must be clearly communicated in advance of registration for the semester in which the fee is assessed.

Collection of course and program fees in the classroom is prohibited.

Billing and payment of course and program fees will follow the standard business practices of the JSU Office of Student Accounts.

Course and program fees are considered a cost of education. Course and program fees may not be used as a substitute for obtaining adequate regular budget support for a course or program.

#### EXAMPLES:

Course and program fees **MAY** be charged for the following situations:

1. Materials used in creating a tangible product that is retained by a student upon completion of a credit-bearing course or program.
2. Transportation and admission costs incurred on field trips that are a required activity in a course or program.
3. Costs incurred by departments when instruction requires use of facilities that the department does not control.
4. Purchase of specialized computer hardware and software integral to course or program delivery.
5. Purchase of consumables and specialized equipment for teaching purposes.

Course and program fees **MAY NOT** be charged to cover these costs:

1. Salaries and wages for a JSU instructor, support staff, or administrative staff.
2. Office equipment and maintenance.
3. Purchase of general-purpose computer hardware or software covered by the General University fee.
4. Typical instructional handout material (e.g., syllabi, assignments, or examination materials).

#### PROCEDURES

##### **Requesting a Course or Program Fee**

1. Departments must complete a Course Program Fee Request Form (Form 102) for any new fee or any change to an existing (approved) fee. The Department Head completes and approves Form 102 and forwards to the School's Dean for review and approval.
2. Requests approved by the Dean are to be forwarded to the Tuition and Fees Evaluation Committee for review and consideration.
3. If the Tuition and Fees Evaluation Committee approves the course or program fee, the approved Form 102 is forwarded to the Provost, Senior Vice President, Finance & Administration, and the President.

4. If approved, course and program fees will be presented to the Board of Trustees for review and approval.
5. Approved course and program fees are communicated to applicable departments for implementation, collection, budgeting and use.
6. The completed Form 102 will be filed in the Controller's Office and retained per the [Records Disposition Authority](#).

#### **Requesting a Change in Use of Course or Program Fee**

1. Departments must complete a Course and Program Fee Request Form (Form 102) for any change of use for an existing (approved) fee. The Department Head completes and approves Form 102 and forwards to the School's Dean for review and approval.
2. If approved by the Dean, Form 102 must be forwarded to the Provost and the Senior Vice President, Finance & Administration.
3. The Provost and the Senior Vice President, Finance & Administration approves the change in use.
4. If approved, approval is communicated to applicable departments for implementation, collection, budgeting, and use.
5. The completed Form 102 will be filed in the Controller's Office and retained per the [Records Disposition Authority](#).

#### **RESPONSIBILITY**

The Senior Vice President, Finance & Administration is responsible for this policy.

#### **EVALUATION**

This policy will be reviewed every five (5) years.