

SECTION: Academic

SUBJECT: SPECIAL COURSE FEES

Background: This policy is based on State Board of Education policies regarding Special Course Fees

Point of Contact: Office of the Provost/ Vice President for Academic Affairs

Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy: Budget Office, Controller's Office, Divisions, Instructional Deans

Date of approval by LCSC authority: March 19, 2020

Date of State Board Approval: N/A

Date of Most Recent Review: March 2020

Summary of Major Changes incorporated in this revision to the policy: Included language identifying the online technology fee as a special course fee.

1. Overview and State Board of Education Policy

Idaho State Board of Education Policies and Procedures Section V, Financial Affairs; Subsection R, Establishment of Fees; Paragraph 3.c. iii provides for establishing Special Course Fees and governs policies and procedures established by Lewis-Clark State College (LCSC). The intent of this policy is *only* to formalize the creation and use of special course fees within state board policies governing student fees defined in Subsection R, Establishment of Fees.

- A. A special course fee is an additive fee on top of the standard per credit hour fee which may be charged to students enrolled in a specific course for materials and/or activities required for that course. Special course fees, or changes to such fees, are established and become effective in the amount and at the time specified by the chief executive officer or provost, and must be prominently posted so as to be readily accessible and transparent to students, along with other required course cost information. These fees shall be reported to the Board upon request.
- B. Special Course Fees may be charged for lab materials and supplies, specialized software, and personnel costs such as a lab manager. Course fees shall not subsidize other courses or programs, nor shall they be used to pay a cost for which the institution would normally budget.

2. LCSC Policy

- A. Special course fees are defined as charges in addition to the regular full-time or part-time student tuition and fees charged in credit bearing courses. These fees are assessed to all students enrolled in a specific course, or in a particular section of a course. Course fees are not to be collected in any other manner.

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- B. In general, course fees should only be charged for those items not reasonably included in the general education or career & technical education appropriations made to the college through the annual allocation process as provided by the State Board of Education. Difficulty in securing adequate regular budget support shall not be the determining factor in the decision to charge special course fees.
- C. Generally, fee revenues must be used for the course and in the term for which they were approved and students must benefit equitably from the expenditure of the revenues. Special course fees cannot replicate student activity fees assessed within the college's full-time student tuition and fees, e.g. "Institutional Development/ Co-curricular" fees.
- D. All special course fees must be approved and students must be advised prior to registration that they will be expected to pay an additional cost above the regular full-time or part-time tuition and fees. Special course fees will be clearly identified at the time of registration.
 - 1) Initiating a course fee or course fee change
 - a. Division Chairs prepare course fee requests according to established timelines, and submit to the Dean for review and discussion. The Dean and Chair review departmental resources and compliance of course fee request with this policy.
 - b. If approved by the Dean, the fee request is advanced to the Provost's Office for review, consideration and approval.
 - c. Upon approval by the Provost, course fee requests are transmitted for processing.
 - 2) Review of Course Fees and Reporting
 - a. At the end of the academic year, each instructional division shall prepare a report that describes the income secured from all special course fees, a list of expenditures for which those fees were spent, the balance of fees remaining at the end of the year, and a recommendation for any balance.
 - b. The report shall be submitted to and reviewed with the Dean by July 30 of each year. The Dean ascertains that the fees collected are justified and the expenditures of funds are consistent with policy. The Dean makes recommendations for adjustments to fees.
 - c. Departments initiate adjustments in fee amounts based on the Dean's recommendations.
 - d. Instructional Deans prepare a summary report for each instructional unit, including overall assessment of adequacy and appropriate use of course fees, along with recommendations for course fee adjustments or how to address any course fee account balance. The reports prepared by each academic unit are attached to the Dean's summary.
 - e. Reports are submitted by the Deans to the Office of the Provost by August 31 of each year.

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3. Special Course fees may be charged in the following situations:
 - A. Private Lessons: Private lessons in vocal or instrumental music courses received as payment to lesson instructor.
 - B. Course Materials:
 - 1) Normal level of breakage or consumption of materials (not equipment) purchased by the college for direct use by students in activities integral to course instruction.
 - 2) Materials resulting in a tangible product that is retained by the student.
 - a. Specialized Materials: specialized materials that become property of the student at course completion.
 - b. Instructional Materials: costs of extensive instructional handout materials that are clearly a replacement for a textbook or substantial reference materials for a course.
 - c. Activity Courses: transportation, lodging, food, admission, equipment rental, and facilities costs incurred in the delivery of activity courses as part of credit course instruction *including* faculty travel costs that cannot be discretely and separately itemized from the total activity course cost.
 - d. Field Trips: transportation, lodging, food, admission, equipment rental, and facilities costs incurred on field trips required and supervised as part of credit course instruction *including* faculty travel costs that cannot be discretely and separately itemized from the total field trip cost.
 - e. Third Party Payments:
 - i. Specialized activities, such as billiards, bowling, scuba diving or skiing, where payment is made to external business entities.
 - ii. Specialized services provided by external business entities, purchased by the college and directly used by students in activities integral to course instruction, such as uniform/coverall laundry service.
 - iii. Assessment activities which directly benefit the student and are performed by third party vendors.
 - f. Pass-through Costs: costs such as student liability insurance.
 - g. Other: other special or extraordinary costs of a course, including the costs for distance and/or online delivery

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- 3) Special Course fees may not be charged in the following situations:
 - a. Direct compensation to instructors teaching credit-bearing courses.
 - b. Health and safety equipment required in carrying out course activities.
 - c. Instructional handout materials typically duplicated (routine tests, syllabi, bibliographies).
 - d. Computer software and equipment or usage, laboratory equipment or usage, maintenance agreements or costs, and related supplies, except where noted.
 - e. Books, periodicals, and other subscriptions for departmental libraries or for shared use by the students and faculty.
 - f. Faculty travel and lodging.
 - g. Costs associated with “password access” to specific course materials.

- 4) The following are personal expenditures of a student:
 - a. Food and incidentals on field trips unless otherwise included in the special course fee assessed.
 - b. Transportation to sites related to student teaching, clinical assignments and other types of practica.
 - c. Personal health, safety and dress requirements related to instruction.
 - d. Required and recommended books, publications, instructional software templates and incidentals.
 - e. Current Special Course Fee Guidelines are found on the Budget Office web page.
<http://www.lcsc.edu/budget/>