

1. GENERAL

The Texas Education Code requires and/or authorizes the Texas State University System Board of Regents to assess the following fees:

- 1.01 Incidental Course Fees. Incidental Course Fees are to be paid by students and prospective students. The rate of an incidental fee shall reasonably reflect the actual cost to the University of the materials or services for which the fee is collected, and shall be accounted for as designated funds. In fixing such rate, the Board may establish and consult with a student advisory committee if such student committee does not presently exist. *Section 54.504(a)*
- 1.02 Individual Instruction Fees. Resident students or nonresident students registered for a course or courses in art, architecture, drama, speech, or music, where individual coaching or instruction is the usual method of instruction, shall pay a fee, in addition to the regular tuition, set by the governing board of the institution, and shall be accounted for as Education and General funds. *Section 54.051{1}*.
- 1.03 Laboratory Fees. The University shall set and collect a laboratory charge in an amount sufficient to cover in general the cost of laboratory materials and supplies used by a student. Such fee shall be not less than \$2 or more than \$30 for any one semester or summer term for any student in any one laboratory course, provided such fee does not exceed the cost of actual materials and supplies used by the student, and is accounted for as Education and General funds. A description of the amount of each fee to be charged shall be published in the general catalogue of the University. Such fees shall reasonably reflect the actual costs to the University of the materials and services for which the fees are collected and shall be directly associated with classroom or laboratory activity and cannot include faculty salaries. *Section 54.501(a)*.

2. WAIVER OF COURSE FEES

The Texas Education Code Section 54.5035 specifically addresses the waiver of Course Fees. The regulations are detailed below:

- 2.01 Except as provided by Subsection (c), the governing board of an institution of higher education may waive a mandatory or discretionary fee for a student if the board determines that the student is not reasonably able to participate in or use the activity, service, or facility for which the fee is charged.
- 2.02 Except as provided by Subsection (c), the governing board of an institution of higher education may waive a mandatory or discretionary fee for a specific category of students if the board determines that the waiver is in the best interest of the institution or is critical to the viability of an academic initiative.
- 2.03 The governing board must ensure that a waiver under this section does not result in the institution's inability to service a debt to which revenue for the fee is obligated or to support an activity, service, or facility for which the fee is charged.
- 2.04 This section does not permit the governing board to waive payment of tuition or laboratory fees.
- 2.05 The governing board may limit or prohibit a student's participation in or use of an activity, service, or facility supported by a fee that is waived for the student under this section.

Waiver of fees will not be permitted, except as described above.

3. PROCEDURE

The most equitable method of assessing fees to cover the allowable costs is with a course-by-course approach. Within the University, these fees are requested and approved by means of a Course Fee Request Form (attached). Therefore, Course Fees can only be charged for courses with an approved Course Fee Request Form on file in the Office of the Provost and Vice President for Academic Affairs.

- 3.01 To request a Course Fee with the associated course, a Course Fee Request Form must be completed and approved by the department/school chair, the dean, and the Provost and Vice President for Academic Affairs. Documentation of completed Course Fee Request Forms will be held in the Office of Academic Affairs.

- 3.02 The Course Fee Request Form will be included in the curriculum review cycle as an attachment to Form B, Request for Addition of New Course. Requests for reinstatement of courses which have been dropped from the course inventory will also be processed during the curriculum review cycle.
- 3.03 Course Fees will be a minimum \$5 and maximum \$100 per course. Amounts charged must be in direct relation to the expenses necessary to teach the course.
- 3.04 No course fee shall be presented to the Board of Regents for consideration unless the System Vice Chancellor for Finance has first approved such fee as both reasonable and necessary.

4. GUIDELINES

The following guidelines will be used for establishing Course Fees and for expending funds generated by Course Fees:

- 4.01. Consumable Supplies – all materials used by the student in the classroom or laboratory. Materials include copying charges for syllabi and tests, diskettes, wood, clay, etc. Copying costs of classroom materials contribute directly to consumable supplies taken by the student from the classroom.
- 4.02 Equipment – items must relate directly to student participation in the classroom and lab.
- 4.03 Service Contracts for Maintenance of Instructional Equipment – may also include maintenance and calibration of equipment. Copier rental to the extent that copies are distributed to students is also allowable.
- 4.04 Honorariums and/or Travel Expenses for Visiting Lecturers in Seminar Courses - include only costs associated with courses, no other activities of the visitor such as open symposiums or presentations to faculty.
- 4.05 Salaries and Wages – classified salaries or wages of student workers will be allowed for the preparation and distribution of classroom materials or to assist students in the instructional process, including payment of models for the Department of Art, tutors for the labs, assistance in the preparation and distribution of classroom materials, and the like. Also salaries of graders

and graduate and undergraduate teaching assistants who assist in the operation of a lab or activity/recitation group are allowable.

- 4.06 Evaluation – cost of evaluating instruction within classes.
- 4.07 Field Trips – items directly related to organized field trips in support of classroom instruction.
- 4.08 Library Books and Serials – actual cost of library books and serials directly related to a particular course.
- 4.09 Costs of Overseeing Internships/Practicums – expenses directly associated with faculty supervision of these activities, including long distance calls and travel.
- 4.10 Individual Instruction Fee – actual costs not covered by faculty salaries for individual instruction of students in art, drama, speech, or music.
- 4.11 Field-Based Expenses – extraordinary costs associated with courses taught in field-based settings.
- 4.12 Computer Software – items directly related to student participation in the classroom and/or lab.

It is also important to distinguish between materials properly charged to the Course Fees and supplemental text materials which consist of reading materials, laboratory manuals, and class notes. The cost of these materials should be borne by the student directly. If materials are more closely associated with class handouts, they can be included in Course Fees. If materials are more closely associated with published text material, they should not be charged to Course Fees.

5. UNACCEPTABLE COSTS AND CHARGES TO COURSE FEES

Costs that contribute only indirectly to the instructional process are NOT allowed. Transfers of Course Fee monies to commingle them in an account with miscellaneous other fees and/or costs are NOT allowed.

The following would be examples of costs that should not be charged to Course Fees:

- 5.01 Faculty (to include graduate teaching assistants) salaries and travel not specifically authorized above.
- 5.02 Faculty (to include graduate teaching assistants) professional development.
- 5.03 Computers and other equipment not directly related to instruction.
- 5.04 Reference material used for the preparation of instruction.
- 5.05 Refreshments.
- 5.06 Other routine telephone charges (base costs and long distance).

6. ADMINISTRATION OF COURSE FEES

Course Fees will be administered by the unit head to which they are allocated. Account management of Course Fees may be authorized by the unit head to the account manager. All expenditures from these accounts should comply with this policy and with all other University guidelines.

(Attachment – Course Fee Request Form)

APPROVED: _____/signed/
James F. Gaertner, President

DATED: _____ 11/15/06

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: November 3, 2003
Reviewer(s): Academic Policy Council
Council of Academic Deans

Review Cycle: November, ONY*
Review Date: November 1, 2007

Approved: _____/signed/_____
David E. Payne
Provost and Vice President
for Academic Affairs

Date: _____ 11/15/06

*ONY = Odd Numbered Year