

Lewis-Clark State College
Special Course Fees Guidelines
Adopted Fiscal Year 2015
Revised 11/26/2018

Review Special Course Fee Policy 2.125

1. Allowable uses for Special Course Fees:

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.

Fee revenues must be used for the course 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.

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 fulltime or part-time tuition and fees. Special course fees will be clearly identified on WarriorWeb.

- 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
- c. **Specialized Materials:** specialized materials that become property of the student at course completion
- d. **Instructional Materials:** costs of extensive instructional handout materials that are clearly a replacement for a textbook or substantial reference materials for a course
- e. **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
- f. **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
- g. **Third Party Payments:**

- 1) specialized activities, such as billiards, bowling, scuba diving or skiing, where payment is made to external business entities
 - 2) 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
 - 3) assessment activities which directly benefit the student and are performed by third party vendors
- h. **Pass-through Costs**: costs such as student liability insurance
 - i. **Other**: other special or extraordinary costs of a course
2. **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
 - 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
3. **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 practicum
 - c. Personal health, safety and dress requirements related to instruction
 - d. Recommended books, publications, instructional software templates and incidentals
4. **Procedure:**
- a. Academic and Career & Technical Departments wishing to propose a new or change an existing course fee must submit, to the Dean, a Special Course Fee Authorization Form. As a general rule, the Special Course Fee Authorization Form will be due one week after draft 1 of the schedule is due (i.e. if draft 1 is due on a Monday, any changes to fees will be due the following Monday). The Master Course Fee worksheet will be sent out in conjunction with the course schedule in order to allow divisions an opportunity to review current course fees and ensure that any necessary changes are published on WarriorWeb in advance of student access to the semester’s course offerings.

To ensure that each Division has received and reviewed their portion of the Master Course Fee worksheet, all worksheets will need to be electronically signed and routed for approvals as noted at the bottom of the spreadsheet.

A Special Course Fee Authorization Form will not be required if the Curriculum Committee approves a Curriculum Course Change. The Budget Office will be notified by the Admissions/Registrar Office of the change and the Master Course Fee worksheet will be updated accordingly.

- b. The Special Course Fee Authorization Form can be found on the Budget Office web page www.lcsc.edu/budget/. The form includes the following information:
 - A detailed description of the expenses that make it necessary to charge a fee.
 - A projection, based on expected enrollments, of income from the proposed fee.
 - An explanation of how the proposed fee will be expended.
- c. The Dean will review the form and forward to the Provost/Vice President for Academic Affairs (VPAA) with recommendation for approval or denial. The Dean may request further clarification or modification of the proposed fee(s).
- d. The form will be reviewed by the Provost/VPAA. The Office of Academic Affairs may request further clarification or modification of the proposed fee(s). The Provost/VPAA will approve or deny the special course fee(s) and inform the Dean of the decision.
- e. The Provost/VPAA will notify the Budget Office immediately upon finalization of all approved/denied special course fees by saving the approved form on the shared drive (adminserve) and sending an e-mail notification.
- f. The Budget Office will review the form and may request further clarification or modification of the form. Any modifications to an approved special course fee authorization form requires the approval of the Provost/VPAA. Upon approval, the Budget Office will notify the Controller's Office of course fee changes by updating the Master Course Fee worksheet, saving the approved form on the shared drive (CO-Budget) and sending an e-mail notification.
- g. All special course fees must be published on WarriorWeb for the semester in which they will be collected. Only fees published will be collected.
- h. Refunds, when deemed necessary, will be in accordance with LCSC Refund of Tuition and Fees policy.
- i. Course fee revenue will be deposited in the department's designated course fee local account. Course fee expenditures will be charged to the same department designated course fee local account.
- j. At the end of the academic year, each academic and career & technical division shall prepare a report that describes the income secured from special course fees, the

expenditures for which those fees were spent, the balance of fees remaining at the end of the year, and the plan for that balance. The report shall be reviewed by the Dean to ascertain the amount of fees collected is justified and the expenditures of funds are consistent with policy. Departments will initiate adjustments in fee amounts to comply with this policy. Instructional Deans will review course fees list with Division Chairs on a rotating schedule (at least once every two years).