

# MISSISSIPPI STATE UNIVERSITY™

## Policy and Procedure

### ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: January, 2013

SUBJECT: AOP 10.12 – Additional Course Fees

#### **PURPOSE**

The purpose of this Academic Operating Policy and Procedure (AOP) is to establish and define guidelines and criteria for the approval and implementation of additional course fees.

#### **REVIEW**

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

#### **POLICY/PROCEDURE**

##### **Requests:**

Academic Departments must request the Office of the Provost and Executive Vice President for permission to levy additional course fees on specific courses where regular tuition fees may not cover the offering of the course. Courses eligible for an additional fee may include laboratory-based courses, field trips, studio courses and courses that may require access to specialized software, equipment, materials, or supplies.

Requests must be submitted by the department head and then to the dean of the college for recommendation to approve by the Provost and Executive Vice President. Subsequently, a committee, the Additional Course Fee Committee, will make a written recommendation to the Provost and Executive Vice President who will, in turn, make the final decision on approval.

The Additional Course Fee Committee will be made up of faculty members, one from each college, two representatives appointed by the President of the Undergraduate Student Association, and one representative appointed by the President of the Graduate Student Association. Faculty members will be appointed by the Provost and Executive Vice President in consultation with the President of the Faculty Senate. Faculty members may serve a four-year term with the option of being reappointed and student representatives may serve up to four years.

The request must include a justification as to how the additional course fees will enhance the learning experience of the students in the course, and provide a detailed budget as to how the funds will be used. For example, estimated cost of materials, supplies, software and travel should be clearly itemized. When appropriate and, in particular, when class numbers are expected to be small (i.e., 10 or fewer students), an anticipated class enrollment should be indicated.

1. Fees collected are intended for the use in the specific course and term for which they are collected, and consequently may not be used other than as specified in the approved request. Any other use of course fees is strictly forbidden without the permission of the Provost and Executive Vice President.
2. For sequential courses in an academic program, departments may elect to budget items over more than one course. This request must clearly be outlined in the request.
3. Fee stacking is strictly prohibited, that is charging the cost for the same equipment, supplies etc. over a series of different courses. The cost of these items should be calculated and an appropriate fee levied across the relevant courses to prevent unfair fee practices. Under no circumstances should the sum of fees budgeted in all courses for a single item exceed the fair value of the item.
4. Fees cannot be requested to offset the cost of departmental overhead, wages, salaries, standard classroom instructional material, or normal classroom or laboratory furniture. Additionally, fees may not normally be used to outfit a new or refurbished classroom or laboratory.
5. A request for additional courses fees must be submitted and approved prior to the pre-registration period for the semester the intended course is to be offered.
6. When requesting additional course fees in courses involving advanced booking for events, field trips and travel, students must be made aware at time of registration that withdrawal from the course, after the sixth day of classes, will result in non-refund of partial or all additional course fees due to the necessity to make reservations for travel, hotels and events in advance.
7. If multiple sections of the same course are being offered with different instructors of record, the course fee must be uniform across all sections.
8. The request must include signature lines for the Dean and for the Provost and Executive Vice President.

Due to their unique tuition structure, the College of Veterinary Medicine will not be eligible to request for additional course fees for the Doctor of Veterinary Medicine Curriculum.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost For Academic Affairs	Review	2018

**APPROVED:**

/s/ Peter L. Ryan 09/16/2014  
Associate Provost for Academic Affairs Date

/s/Jerome A. Gilbert 09/25/2014  
Provost and Executive Vice President Date

/s/ Randolph F. Follett 10/01/2014  
President, Robert Holland Faculty Senate Date

**REVIEWED BY:**

/s/ Timothy N. Chamblee 10/08/2014  
Assistant Vice President and Director Date  
Institutional Research and Effectiveness

/s/ Joan Lucas 10/21/2014  
General Counsel Date

**APPROVED:**

/s/ Mark Keenum 10/30/2014  
President Date