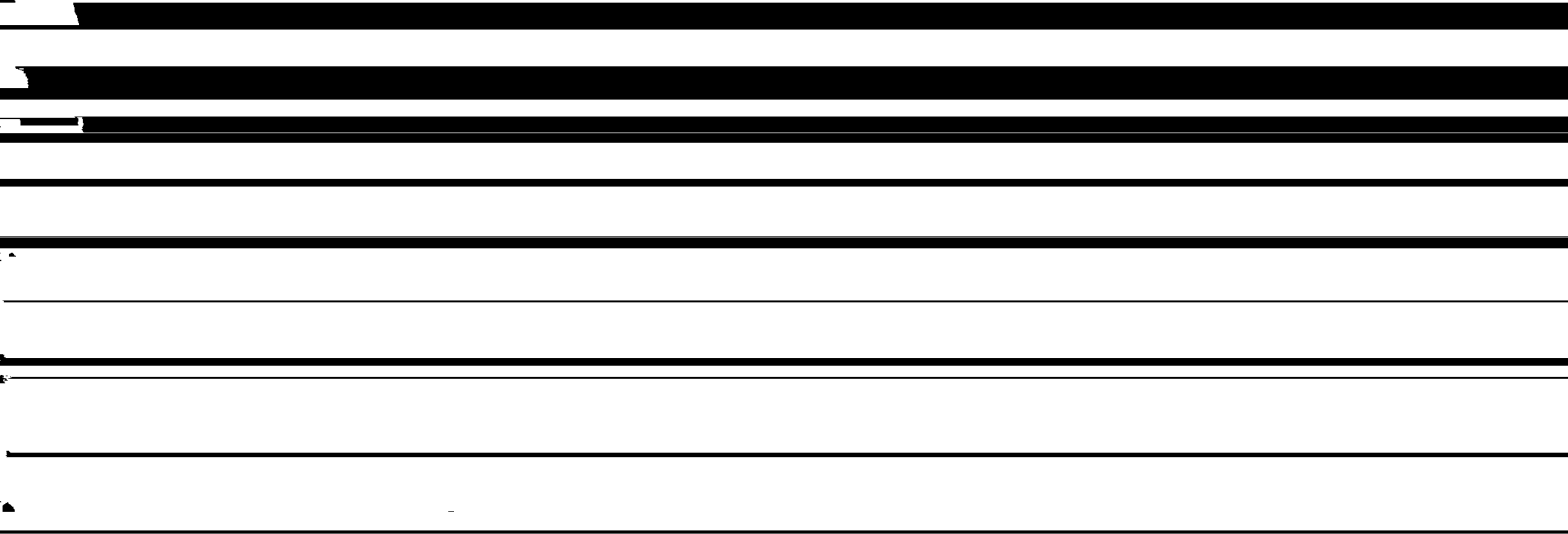

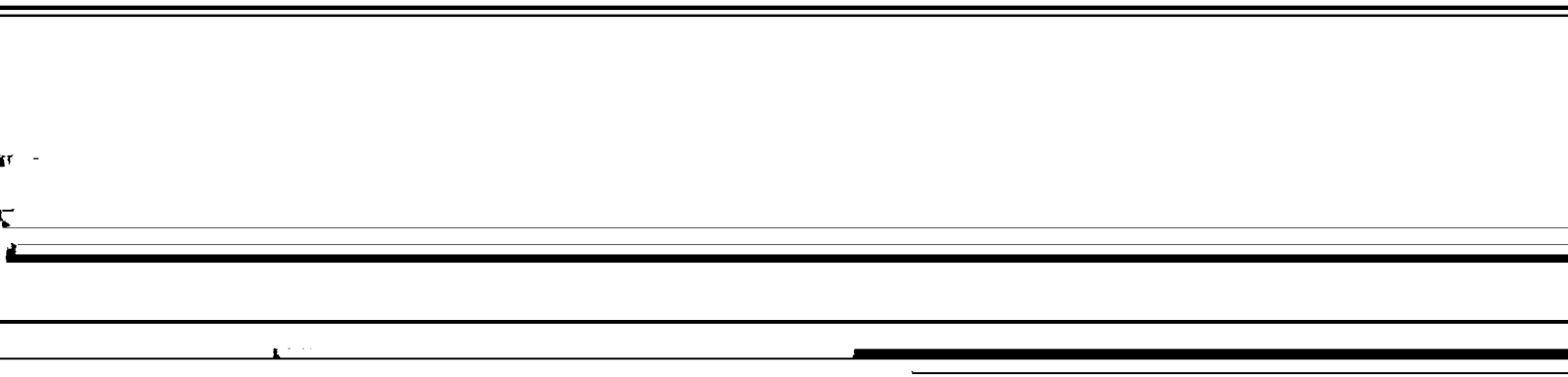


STUDENT AND SPECIAL COURSE FEE POLICY AND PROCEDURES

Policy

In accordance with NSHE Board of Regents Handbook Title 4, Chapter 17 Section 16 to 17, fees may be assessed to students for lecture and laboratory classes and other student fees in addition to regular tuition and student fees. They include student fees and special course fees. Fees assessed to students must be



approved in advance and published in the schedule of classes. No fee may be imposed without the President's approval and as applicable without the Board of Regents approval.



3.0: Adjustments and Approvals

3.1 A fee proposal can be initiated for any course or program by the faculty member or program staff by completing a *Student and Special Course Fee Request Form*. The request must

include rationale and justification, explanation of how the amount of the fee was determined, the date of implementation or change and the recommended amount of the fee.

3.2 The continuation of existing fees after three years will be reviewed by the responsible

department and resubmitted for continuing approval.

3.3 Proposals for all new fees, changing or continuation of existing fees, and/or deletion of fees must be submitted on the *Student and Special Course Fee Request Form*. The form shall be submitted to the department chair, dean and appropriate vice president and then routed to the Vice President for Business Affairs. The fee proposals shall be shared with students for input. Upon approval by the Vice President for Business Affairs the fees shall be forwarded to the



VICE PRESIDENT FOR BUSINESS AFFAIRS

STUDENT AND SPECIAL COURSE FEE REQUEST FORM

SECTION I: Complete for ALL Requests

Request Type: New Fee Change in Existing Fee Rate

Proposed/New Fee Rate:

Estimated Revenue per year: \$