

IDAHO STATE UNIVERSITY PROCEDURES AND GUIDELINES FOR APPROVAL OF SPECIAL COURSE FEES

Purpose: The following procedures and guidelines have been established to provide for the fair and consistent approval and application of special course fees.

I. Procedure

- A. Academic units that wish to propose a class fee or to change a fee should submit a completed special course fee authorization DocuSign form to the Office of the Provost and Vice President for Academic Affairs no later than November 1 for fees to be implemented in the subsequent fall semester. (Please allow sufficient time for review and approvals through the department chair, college dean, and university business officer). All reviews and approvals should be completed prior to submitting the DocuSign form to Academic Affairs by November 1. Requests submitted after the due date will not be considered.
- B. The Special Course Fee Authorization DocuSign form can be found on the [Academic Affairs web page](#) under Chair & Director Resources - Special Course Fees. Academic Departments must use the revised form dated May 2023 (See Appendix I). Requests submitted on prior versions will be returned to the department. The DocuSign form shall contain the following information for each course affected (or each group of courses similarly affected) by the proposed fees:
 - A detailed description of the expenses that make it necessary to charge a fee.
 - A projection, based on past and/or expected enrollments, of income from the proposed fee.
 - A description of the proposed distribution of the collected fees among general classes of expenditures, e.g., to staffing, to equipment, to field trips, and to expendables.

Academic departments must request an Accounts Receivable Detail Code before completing and submitting the Special Course Fee Authorization DocuSign Form. The Detail Code must be used only for recording class fee income and expenses. Special Course Fee Authorization DocuSign Forms need to be completed with the course fee detail code obtained from the Division of Finance as well as the department, course, campus, projected enrollment, and the prior requested amounts, and details with regard to the use of the fee. The DocuSign form must be signed by the department chair, the dean of the college, and the university business officer before being forwarded to the provost. The Office of Academic Affairs will receive a copy of the signed document as part of the DocuSign

process once all of the parties listed above have signed off. Special Course Fee Authorization DocuSign forms will be reviewed by the provost and vice president for academic affairs. The Office of Academic Affairs may request further clarification of the fee or may request modification of the fee.

Once the DocuSign form is received by the Office of Academic Affairs, a notification will be sent to the individual requesting the fee change, informing them that the DocuSign form is pending review by the Office of Academic Affairs.

- C. The provost will notify the department and send a copy of the signed authorization to the Office of the Registrar, Division of Finance, university business officer, college, and department immediately once the class fee has been approved or denied. The completed DocuSign form will be retained in the Office of Academic Affairs.
- D. All special course fees must be listed in the Schedule of Classes and Summer Bulletins in order to provide students advance notice; fees not listed will not be collected.
- E. At the end of each academic year, each university business officer shall prepare a report that describes the income secured from fees, the expenditures for which those fees were spent, the balance of fees remaining at the end of the year, plans for that balance (e.g., accruing funds for a major purchase) in alignment with Budget Administration policies. The Annual Special Course Fee Report form can be located on the [Academic Affairs web page](#), under Chair & Director Resources - Special Course Fees. This report will be provided to the college dean and the provost. This report shall be reviewed and signed by the dean to ascertain that the amount of fees collected is justified and that the expenditures of funds are for acceptable purposes. This report is due to the Office of Academic Affairs by the 3rd Friday in July. This report is subject to review by the internal audit office.
- F. The institution shall maintain a system of procedures and controls providing reasonable assurance that special course fees are properly established and used in accordance with this policy, providing an annual review of one-third of the fees each year over a 3-year cycle.

In the review of proposals to charge or change class fees, the provost will observe the following guidelines.

II. Guidelines

Ordinarily, special course fees may be charged for the following:

- A. Expendable supplies or materials specific to a course, such as art supplies (paint, jewelry metals, photographic paper and chemicals, etc.) or laboratory or clinical

supplies (dissection specimens, disposable syringes and latex gloves, chemicals, glassware, video tapes or other use-intensive educational aids, etc.).

- B. Special services or facilities offered as a convenience or enriched experience for students, such as individual lessons in music, live models in drawing classes, golf course privileges, distance education, etc.
- C. Materials, supplies, tools, etc. ordered in quantity by the department as a convenience or cost-saving measure for students, or when such items are not readily available locally.
- D. Access to specialized or enriched computer laboratory services (including hardware, software, maintenance, and staff) that exceed the level of access and service that is basic to instruction and would thus be funded by the academic unit or campus-wide computer fee.
- E. Pass-through fees for malpractice insurance, certification examinations required before student clinical practice, required immunizations, or assessment examinations required by national accrediting agencies.
- F. Course-related student travel and lodging, such as supervised field trips and course related faculty travel and lodging, when associated with supervision of internships, externships, optional field trips, or other enrichment experiences.
- G. Equipment used fundamentally for instructional purposes such as microscopes, analytical equipment, anatomical models, ceramics wheels, etc.
- H. Staffing used specifically to aid in instruction, such as laboratory coordinators.

Ordinarily, class fees may not be charged for the following:

- A. Supplies, materials, equipment, and services that have broad departmental usage (e.g., paper, photocopying, clerical assistance, etc.) and that are customarily funded through departmental operating expenses or equipment budgets.
- B. Fixed equipment, that is, equipment that is physically installed such as fume hoods, dishwashers, or kilns (department should contact Facilities Management for repairs and maintenance of fixed equipment).
- C. Equipment that is to be used primarily for research. The purchase of equipment for graduate education must not consume an excessive proportion of the budget.
- D. Materials, supplies, and services related to the advertising and promotion of courses or workshops offered for credit.
- E. Books or periodical subscriptions for departmental libraries or shared use by

students and faculty.

- F. Faculty travel and lodging NOT associated with supervision of internships, externships, student teaching within the ISU service area, or clinical or field experiences required of students.

Paramount in determining which class fees will be approved by the provost will be the cost/benefit ratio to students.

Approved fees may be charged at a level sufficient to partially or fully offset costs, but should not be used to generate substantial surplus, unless that surplus is being accrued for a planned purchase of a particular item(s).

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