

AO 27: Special Course Fees

27.1 Courses Requiring Special Fees

Students pay a per-credit registration fee, which is supplemented by state general funds to cover customary expenses associated with educational costs. However, some courses require extraordinary costs to provide students with the experiences necessary to master the skillset taught through the course. BOR policy allows NS to charge a special course fee for such courses.

The amount of a special course fee must be based on anticipated expenditures for a specific course during an academic year. To the extent practicable, the population that pays the fee should benefit from it. Special course fee uses are limited to the allowable exceptions outlined in NSHE P&G Manual Chapter 7, Section 12:

- Individual instruction;
- Class supplies, course-specific software, and specialized equipment;
- Third-party charges for use of a facility;
- Special transportation requirements;
- Extraordinary instructional costs; or
- Some combination of these.

Special course fees will not be established to cover the cost of capital equipment. A balance of no more than the annual amount of revenue may be carried forward into subsequent years (NSHE Handbook Title 4, Chapter 10, Section 19). The account manager should monitor account balances to ensure that revenues are approximately equal to expenses. At least annually, the Budget Office will provide schools with reviews of account activity, highlighting any concerns. Special course fees are evaluated annually to ensure an appropriate amount is being charged.

The president (or designee) must approve all new special course fees, fee changes, and fee eliminations. The BOR must approve special course fees above \$50. The Cashier's Office ensures that correct special course fees are charged and appropriate supporting documentation is maintained, and that the academic catalog reflects accurate fee information.

27.2 Deadlines

1. Before students are charged, special course fees must be approved through the curriculum review process and added to the academic catalog.
2. Requests for fees of \$50 or less must be approved by the president (or designee) by December 31st.
3. Requests for fees above \$50, including changes to existing fees that result in a total of more than \$50 per course, must be approved by the president (or

designee) by September 30th in order to be submitted for approval at the December BOR meeting.

4. All new fees, fee changes, and fee eliminations approved by these deadline are effective the following summer term.

27.3 Approval Process

1. Submit proposals for all new special course fees, fee changes, or fee deletions using the e-form in the NS portal. Provide the course title, proposed fee amount, estimated number of students affected annually, and estimated revenue, as well as an explanation of how the fees will be used.
2. Consult with the account manager regarding the need for the special course fee before submitting the form.
3. After submission to the Faculty Senate Curriculum Committee, fee proposals require approval from the dean, provost, and president (or designee), and the BOR (if above \$50).
4. The president (or designee) approves or denies the request and notifies the account manager and proposer.
5. For fees above \$50, the president (or designee) submits the fee for BOR approval and holds the NS fee request form until the BOR approves it.
6. Approved fee additions, deletions, or changes are sent to the Registrar's Office for posting in the catalog and then to the Cashier's Office for system entry and coordinating charges.

27.4 Related Information

- E-form in NS portal
- NSHE Handbook Title 4, Chapter 17, Section 18: Special Course Fees
- NSHE P&G Manual Chapter 7, Section 9

27.4.1 Revision History

- Approved by Dr. Vickie Shields on 10/10/2022 and President DeRionne Pollard on 3/02/2023.