

Title: Course Fees (establishment of)

- Initial Action:** 9/25/78
- Board Resolution:** 78-061, 94-090, 96-071
- Last Revised** 09/06/2017
 - Policy:** 6/96, 11/97 non-substantive change
 - Procedure:** 09/06/2017, 11/97
- Last Reviewed:** 12/14/2022
- Effective:** 12/14/2022
- Next Review:** 12/14/2025
- Responsibility:** Finance and Administration

Policy:

When courses are offered which require special facilities, materials, equipment and/or transportation not normally available at the College; and when the availability of such facilities, materials, equipment and/or transportation is the determining factor in whether or not such courses are offered to students, the President shall recommend to the Board of Trustees for approval a course fee which would make the course cost effective.

Procedure:

1. At least annually, the Academic Programs Deans shall prepare a list of recommended course fees to be submitted to the Vice President of Academic Programs, Chief Academic Officer for approval. The list will then be forwarded to the Vice President of Finance.
2. Upon approval by the Vice President of Finance, the list will be forwarded to the President.
3. With the President's recommendation, course fees will be approved by the Board of Trustees.