

## **Process to Request the Special Tuition Rate for Courses (Externally Supported)**

The use of the externally-supported tuition rate is controlled by Board Policy 2:13 – Externally Supported Tuition Rate and Board Policy 5:5:3 – Tuition and Fees: Special Course Types. Approval by the system Chief Academic Officer is required in advance for use of this rate. The approved form will be used to complete this approval.

Submissions from the campuses will include the following set of materials to support these requests.

1. Completed form
2. Course syllabus/outline
3. Brief c.v. of faculty member if adjunct appointment
4. Reimbursement agreement/contract showing that facility use is being paid if course is to be offered on campus

In addition, policy 5:5 specifies that the System Chief Academic Officer must approve the offering before the course is advertised. While there may be an occasional lapse, it is expected that this will be followed. If courses are offered without approval it is assumed that these are being done at the self support rate.