



ACADEMIC AFFAIRS GUIDELINES

Section 3:	Tuition and Fees	
Title:	Program Fee Guidelines	
Number (Current Format)	Number (Prior Format)	Date Last Revised
3.1	VIII.A	02/2019
Reference:	AAC Guideline 10.1.A – Approved Course Prefix List BOR Policy 5:5:4 – Tuition & Fees: Fees BOR Policy 5:5:2 – Tuition & Fees: Off-Campus Tuition AAC July 2015; AAC September 2015	
Related Form(s):	AAC Form 3.1 – Program Fee Request by Course Prefix Form	

Approval Summary Quick View

Expansion of Prefix ► CAO ► AAC ► BOR Exec. Dir. ► BOR
Code Classification

1. Policy Overview & Background

1.1. Board of Regents Policy 5:5:4 Tuition & Fees authorizes universities to assess certain fees and retain the revenue for the specified uses. The Board of Regents must approve all such fees at their annual March/April meeting.

1.2. The Board of Regents modified the approach for establishing program fees at their April 2015 meeting. The modification included a) the elimination of lab fees to provide greater consistency across courses; and b) alignment of program fees across institutions based on common prefix codes.

2. Definitions

2.1. *Course Charges:* Students enrolled in certain courses for which the services of an outside vendor are required may be assessed a charge for the course. Students enrolled in programs requiring malpractice or other insurance may be assessed a charge to recover payments made on their behalf. Course charge shall be noted in the course description published in the university catalog.

2.2. *Program Fees:* Program fees shall be used to purchase instructional equipment, pay operating costs, or salary enhancement for the benefit of students enrolled in the discipline.

2.3. *Program Delivery Fees:* Universities may assess a program delivery fee to support the incremental costs of additional equipment, support staff, space or facilities, student services, business services or library and related services for all courses in a program offered in an off-campus location.

2.4. *Off-Campus Tuition:* Universities assess an off-campus tuition rate plus a component equivalent to the resident state-support tuition HEFF contribution, or 20 percent of the resident tuition rate for undergraduates and graduates respectively, and a surcharge for the support of

the Electronic University Consortium (EUC). No additional course, program or program delivery fees may be assessed to Off-Campus Tuition rates unless explicitly approved by the Board of Regents.

3. Program Fee Approval Process

3.1. Program fees are aligned with the respective program prefixes assigned to a given program or unit at each institution consistent with the [Approved Prefix Codes](#) established in AAC Guidelines. Approved program fees are designated in Appendix A.

3.2. Institutions may formally request that the Executive Director consider an expansion of the Prefix Code classification to the current program fees guidelines during the first Academic Affairs Council meeting of each calendar year. Campus requests for an expansion of the Prefix Code classification should be directed to the Executive Director through the system Chief Academic Officer. Requests must include:

3.2.1. Rationale for expanding the prefix code for a designated program:

- Materials consumed during course delivery
- Equipment maintenance necessary to maintain facility/lab
- Salary enhancement needs

3.2.2. An institutional cost analysis for courses that will be impacted by the addition of the program fee:

- Courses that use the proposed Prefix classification
- Sections offered during an academic year
- Enrollments in each section

3.2.3. A system cost analysis for courses offered at other Regental institutions:

- Courses using the proposed Prefix classification
- Sections offered during an academic year
- Enrollments in each section

3.3. If supported by the Academic Affairs Council, a recommendation will be forwarded to the Executive Director for consideration.

4. Course Assignment Process

4.1. Existing Courses

4.1.1. Institutions may assign program fee to course sections with the designated Prefix classification as specified in these guidelines.

4.1.2. Modifications may not be made to existing courses to allow for the assignment of program fees without facilitating the necessary course modification process at the institutional level and gaining approval by the Board of Regents.

4.2. New or Modified Courses

4.2.1. New course requests or course modifications may result in the assignment of a program fee if the designated prefix aligns.

4.2.2. Course requests, either new or modified, that result in the assignment of a program fee must be accompanied with a rationale and expected cost analysis to accompany the review by the Academic Affairs Council.

5. Course Exclusions

5.1. Program fees may be assessed to all courses that employ an approved Prefix designated in [AAC Guideline 10.1.A](#), unless excluded based on the course number noted in this section.

5.2. Institutions may request an exemption to the course exclusion when good cause is shown. All such waivers must be approved by the System Vice President for Academic Affairs and AAC.

5.3. Excluded Courses:

- X91 Independent Study
- X92 Topics
- X94 Internships
- X94 Field Experience
- X98 Undergrad Research/Scholarship

SOURCE:

AAC February 2017; BOR March 2017; BOR May 2017; June 2017 (Clerical); July 2017 (Clerical); February 2019 (Clerical).