



ACADEMIC AFFAIRS GUIDELINES

Section 3:	Tuition and Fees	
Title:	Requesting the Special Tuition Rate for Courses	
Number (Current Format)	Number (Prior Format)	Date Last Revised
3.2	XIX.A	03/2016
Reference:	BOR Policy 5:5:3 “Tuition and Fees: Special Course Types” BOR Policy 2:13 “Third Party Requests for Academic Credit”	
Related Form(s):	Special Tuition Rate Request Form (Externally Supported) or Special Tuition Rate Request Form for Multiple Campuses	

Approval Summary Quick View

Request for the Special Tuition Rate for Courses ► CAO ► BOR Exec. Dir

1. The use of the externally supported tuition rate is controlled by Board Policy 2:13 (Third Party Requests for Academic Credit) and Board Policy 5:5:3 (Tuition and Fees: Special Course Types).
2. Approval by the system Chief Academic Officer is required in advance for use of this rate.
3. A request for the special tuition rate for courses must use the approved form. The request will include the following set of materials to support these requests:
 - Completed form
 - Course syllabus/outline
 - Brief C.V. of faculty member if adjunct appointment
 - Reimbursement agreement/contract showing that facility use is being paid if course is to be offered on campus
4. Board Policy 5:5:3 specifies “Use of this rate [Externally Supported Courses] for other courses must be approved by the System Academic Officer 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.