



COPPIN

STATE UNIVERSITY

EST. 1900

Approved By: President's Cabinet
Approval Date: February 8, 2018

Policy for Requesting Changes to Course Specific Student Fees

All requested changes to tuition and fees should comply with Board of Regents Policy VIII-2.50. This policy requires Board of Regents approval for all changes to tuition and mandatory fees, including room and board charges. There may be instances in which course specific fees are necessary to support unique instructional requirements of individual courses within programs. These instances normally exist due to the specialized nature of a course and the associated cost of these requirements. This policy outlines a process for the request and approval of such course specific fees. This policy is not meant to include a request for differential tuition related to an entire program.

Consistent with BOR Policy VIII-2.50, any requested changes to fees should be submitted as part of the overall budget development process for a fiscal year. The approval process will include multi-level review and approval steps. These levels are outlined below:

- 1) Initial Approval – Dean of the college under which the program and courses are offered
- 2) Second Approval – Vice President of Academic Affairs/Provost
- 3) Final Approval – President's approval pending review and discussion with the cabinet

In order for each level of approval to adequately review and determine the appropriateness of the request, the proposal should include the following information.


1. Name and description of the fee, and an effective date
2. Amount and identification if this is an existing or new fee, change to an existing fee or the elimination of an existing fee
3. Listing of courses and sections to which this fee will be applied
4. Detailed justification of why this request is necessary, including all information, both descriptive and financial. This information is necessary for the approving authorities to make an informed and transparent decision.
5. An estimate of the impact on fee revenue of this request

The estimated amount of revenue will be included in the operating budget for the department or program in question. Actual revenue will be analyzed compared to budget as the fiscal year progresses to assess the budgetary availability of funds.



Maria Thompson, Ph.D.
President

14 Feb 2018
Date



Stephen R. Danik
Vice President for Administration and Finance

2/13/18
Date