



	Academic Policy
Policy Title:	Course Fees
Policy Number:	1036
Date Adopted:	3/20/2013
Version:	3.0
Review Cycle:	Biannually
Date Last Reviewed:	10/8/2020
Office Responsible:	Academic Deans
Reviewing Committee:	Academic Council
Related Policies:	Course Review
Related Laws:	NA

Policy Summary: Course Fees are defined as charges in addition to the regular tuition and student service fee charged for classes. Course fees are assessed to all students enrolled in a course with an approved Course Fee.

Scope: This policy applies to all for-credit course offerings at all JC instructional locations.

Policy Statement: Jackson College may assess course fees to pay for certain instructional costs that are not covered by the institution’s regular instructional budget. Course fees may be used for a variety of purposes, as deemed necessary by the institution, for the delivery of a credit course. Course fees should be reviewed as part of the regular course review process.

A standardized course fee rubric (based on fee ranges) shall be established by the Academic Deans, and all assessed course fees shall follow the course fee rubric. All changes to the Course Fee Rubric will be approved by the Leadership Council and do not require Curriculum Committee approval. All changes to course fees based on the changes to the rubric will be communicated to faculty. All changes to, or additions of, course fees shall be made on the Change of Taxonomy form.

All courses offered fully online will have an Internet Fee. When the Internet Fee is greater than the existing course fee for a particular course, it supersedes the course fee, but if the course fee is greater, then it will supersede the internet fee. The Internet Fee rubric shall be established by the Academic Deans. All changes to the Internet Fee Rubric will be approved by the Leadership Council and do not require Curriculum Committee approval.

A new fee may be added to a course with approval of the Curriculum Committee. The following guidelines shall be used for establishing course fees:

- Consumable Supplies – all materials used by students in the classroom or laboratory, excluding standard classroom computer equipment and standard equipment loads.
- Equipment – items must relate directly to student participation in that particular classroom and/or lab.
- Computer Software – items directly related to student participation in that particular classroom and/or lab.
- Field Trips – items directly related to organized field trips in support of classroom instruction.
- Field-Based Expenses – extraordinary costs associated with courses taught in field-based settings.

- Costs of Overseeing Internship/Externship/Clinical/Lab Management/Fieldwork – expenses directly associated with faculty supervision of these activities.

A course fee **cannot** be charged for the basic complement of classroom supplies and materials required for instruction. These include, but are not limited to, dry erase markers, erasers, paperclips, etc.

Course fees will be published online and included in the course information available to students prior to registration through the course schedule. Billing and payment for all course fees shall be through standard JC business practices. **Collection of course fees in the classroom by any employee of JC is prohibited.**

Difficulty in securing adequate regular budget support shall not be a determining factor in the decision to charge students in a selected course.

Change Log:

<u>Date Of Change</u>	<u>Version</u>	<u>Description of Change</u>	<u>Responsible Party</u>
3/20/13	1.0	Initial Release	C. DeGrootte/E. Young
10/7/19	2.0	Edits from Curriculum Committee	P. Visser
10/8/20	3.0	Edits	J.Frew
