

PROCEDURE TITLE:	PROGRAM FEES – MANAGEMENT AND USE
PROCEDURE NO.:	4.90:2
RELATED POLICY:	4.90REV
PAGE NO.:	1 OF 3
RESPONSIBLE ADMINISTRATOR(S):	VPF&A/ PROVOST
EFFECTIVE DATE:	04/14/2017
NEXT REVIEW DATE:	07/2020
APPROVED BY:	PRESIDENT

1.0 DEFINITION AND APPLICATION

- 1.1 Academic Program fees are defined by university policy as: Fees charged only to students who have been accepted into an academic program that requires specialized supplies, equipment, or individualized services. Examples may include studio-based programs, programs requiring state-of-the-art equipment, and programs with clinical requirements. (Shawnee State University Policy No. 4.90Rev).
- 1.2 Academic Program Fees are used to support expenses directly linked to an academic program. These fees may be collected to pay for current expenses, or may be carried forward in order to pay for larger, infrequent expenditures associated with a program.
- 1.3 Academic Program Fees are applied only to academic programs for which the fee can be justified. These fees differ from Course Fees in that they are intended to cover programmatic and/or multicourse expenses and generally not expenses that can be isolated to a single course. The latter may be covered by a Course Fee.

2.0 AUTHORITY TO ESTABLISH PROGRAM FEES

The Academic Program Fee rate schedule is approved annually by the Board of Trustees – typically at a spring meeting.

3.0 AUTHORIZED USES OF ACADEMIC PROGRAM FEES

- 3.1 Academic Program Fees may be used to pay for expenses as follows:
 - 3.1.1 Accreditation fees.
 - 3.1.2 Program review expenses.

- 3.1.3 Program membership in professional organizations.
- 3.1.4 Student research.
- 3.1.5 Faculty research that supports student research.
- 3.1.6 Special equipment needed in lab or classroom that support multiple courses required by the academic program.
- 3.1.7 Service contracts and repair for specialized lab or classroom equipment that support multiple courses required by the academic program.
- 3.1.8 Instructional technologies, materials, software, furniture, and supplies for a lab or classroom that is used to support multiple courses required by the academic program.
- 3.1.9 Stipends paid to site-based clinical supervisors (non-SSU personnel) or to the facilities directly supporting an academic program (e.g. student teaching or clinical sites).
- 3.1.10 Student employees or part-time student assistants in program settings (including tutors and supplemental instructors).
- 3.1.11 Temporary employment contracts to cover duties directly related to academic programs.
- 3.1.12 Design, renovation, remodeling, and/or upgrades to facilities used by an academic program.
- 3.1.13 Specialized Library resources (e.g. access to an expensive database that is not widely used or available through OhioLink).
- 3.1.14 Exceptions approved jointly by the Dean, Provost and Vice President for Finance and Administration.

4.0 PROGRAM FEE ACCOUNTING

Academic Program Fees are assessed when a student registers and are recorded as income in the Dean's program fee account. Each term, the Dean's office allocates 90% of those funds to the applicable programs. While unexpended program fee revenue rolls

forward to the following year, prior years' fund balances must be spent according to an academic program plan approved annually by the Dean.

5.0 PROCEDURE REVIEW

These procedures will be reviewed and updated as necessary in collaboration with the Provost, Deans, Director of Budget, and VP for Finance and Administration. Major deviations or modifications will require the President's approval.

History

Effective: 04/14/17