Clemson University
Budget Office
G06 Sikes Hall
Clemson, SC 29634

Student Fee Policy & Procedure
Effective January 9, 2017
Student Fee Policy

Owner: Budget Office

Effective: January 9, 2017

Related Procedure

Related Definitions

Purpose

Clemson University’s Student Fee policy defines fee categories and establishes authority, responsibility, and accountability for all student fees. The Student Fee process is a mechanism for communication, review and approval of student fees. Additionally, it provides a basis for estimating revenue for effective budgeting and planning. Budget Centers are encouraged to seek student referenda and/or appropriate and meaningful consultation with student government or other constituencies affected by the proposed increase for mandatory student fees in Category V.

Policy

Chapter VI of the Clemson University Board of Trustees (BOT) manual provides that the Board of Trustees retain the authority to establish academic and student room and board fees which include: matriculation fees, full-time student, part-time student, graduate, graduate assistant and off-campus academic fees, tuition fees, laboratory fees, residence hall fees, and meal plan fees.

Each year, the BOT establishes the fees charged to students. All fees established shall be based upon the recommendation of the Executive Leadership Team. The final decision regarding the submission of fee proposals to the BOT remains with the President.

I. The Student Fee process is required of departments or divisions charging mandatory or non-mandatory fees to enrolled students. New fees and changes to existing student fees must be submitted to the Student Fee Committee in accordance with the process required for the fee category and approved by the designated authorities as described in the Student Fee Procedures. All student fees are subject to annual review as prescribed in section IV. A student fee for the purposes of this document is defined as any fee and/or charge applied only to students (i.e. student activity fee, technology fee, etc.).

II. Each budget center is required to appoint a student fee liaison(s) to ensure effective communication throughout the student fee process. The liaison should be knowledgeable of the courses or other requirements for the budget center. The liaison is responsible for coordinating student fee proposals for new and existing student fees in collaboration with Vice Presidents, Deans, Department Chairs and faculty within the respective budget center, as well as student government and/or advisory groups, and submitting proposals to the Student Fee Committee as prescribed in the Student Fee Procedures.
III. Student Fee Categories shall be defined as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Title</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ACADEMIC</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Undergraduate Full Time &amp; Part Time</td>
<td>Mandatory student fees paid by enrolled students supporting the general operations of the University. Includes the Base Academic Fee, Tuition, and Other Debt &amp; Retirement.</td>
</tr>
<tr>
<td>II</td>
<td>Graduate Full Time &amp; Part Time</td>
<td>Mandatory student fees paid by enrolled students supporting the general operations of the University. Includes the Base Academic Fee, Tuition, and Other Debt &amp; Retirement.</td>
</tr>
<tr>
<td>III</td>
<td>Graduate Health Insurance</td>
<td>Non-mandatory fee charged to graduate assistants for health insurance. The majority of the insurance cost is subsidized by the University in order to incentivize the graduate assistantship program. The amounts of the student fee and subsidy are determined each year based on the increase in cost to provide the insurance.</td>
</tr>
<tr>
<td>IV</td>
<td>Off Campus/Online Full Time &amp; Part Time</td>
<td>Mandatory student fees paid by enrolled students supporting the general operations of the University. Includes the Base Academic Fee, Tuition, and Other Debt &amp; Retirement.</td>
</tr>
<tr>
<td>V</td>
<td>Mandatory Lab Fees</td>
<td>Course fees used specifically for materials and services used in concert with the basic foundation of an academic course offering. Course fees support classroom and laboratory instructional activities by providing tangible materials and services that would otherwise be unavailable to students, and which allow students to meet the educational objectives of a given course. Current lab fee revenue allocation policy dictates that 50% of revenues will be allocated to colleges and remaining 50% will be allocated to the Provost for further distribution on specific lab and classroom projects.</td>
</tr>
<tr>
<td>VI</td>
<td>Mandatory Activity/Program Fees</td>
<td>Mandatory student fees paid by enrolled students supporting specific activities. Includes Matriculation and Student Activity, Software License, Medical, Career Services, Transit, and Information Technology Fees.</td>
</tr>
<tr>
<td>VII</td>
<td>Differential</td>
<td>Non-mandatory differential base academic fees paid by students enrolled in specific programs. For example, students in the College of Business and Behavioral Sciences (CBBS) pay differential tuition for 300/400 level courses. Mandatory student fees paid by enrolled students supporting specific activities. Including; CBBS, Cardiovascular Technology fees.</td>
</tr>
<tr>
<td>VIII</td>
<td>Elective Other</td>
<td>Non-mandatory fees for special programs or courses. Ex.: International Affairs, Music</td>
</tr>
<tr>
<td>Category</td>
<td>Title</td>
<td>Definition</td>
</tr>
<tr>
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</tr>
<tr>
<td></td>
<td></td>
<td><strong>NON-ACADEMIC</strong></td>
</tr>
<tr>
<td>VIII</td>
<td>Room &amp; Board</td>
<td>Room and Board Fees paid by enrolled students to reside in University properties and/or receive meals at University dining halls.</td>
</tr>
<tr>
<td>IX</td>
<td>Billing Rate</td>
<td>Fees paid by enrolled students to receive materials and/or services, or for the use of facilities provided by the University. Includes late fees, misuse of property fees and Cooperative Education Fee. These fees fall under the billing rate process.</td>
</tr>
<tr>
<td>X</td>
<td>Billing Rate-Auxiliary</td>
<td>Fees paid by enrolled students to self-supporting programs or auxiliaries, such as Parking Services and Housing. Includes fees such as materials &amp; services fees, user fees, fines, and deposits. These fees fall under the billing rate process.</td>
</tr>
</tbody>
</table>

**Note:** Cycle times and required approvals for each category are provided in the [Student Fee Procedures](#).

**IV.** The Student Fee Committee will review the revenue collected, unexpended balances and expenditure plans for Category V fees on an annual basis and Category V, VI, and VII fees on a randomly selected basis. If significant unexpended balances exist without a detailed and acceptable expenditure plan, the fee should be reduced, suspended or eliminated.
Introduction

Oversight of the tuition and fee recommendation process rests with the Student Fee Committee. The Student Fee Committee consists of representatives from the Budget Office, Office of the Executive Vice President for Academic Affairs and Provost, Student Financial Services, Controller’s Office, and the Office of the Vice President for Finance and Operations. Members of the current Student Fee Committee are as follows:

- Virginia Baumann, University Budget Director (vbaum@clemson.edu)
- Christopher Wood, Academic Affairs Financial Officer (wood6@clemson.edu)
- Kathy Dively, Director of Business Enhancement Strategies Team (dively@clemson.edu)
- Karen Robbins, Director of Student Financial Services (kr@clemson.edu)
- Steve Crump, University Controller (crumps@clemson.edu)
- Charles Tegen, Associate VP for Finance and Operations (ctegen@clemson.edu)

Attached are detailed flowcharts showing the timing and steps needed to recommend an addition or elimination of a fee or a change in an existing fee. These procedures exclude the recommendation of general tuition and auxiliary related fees. The request detailed in this procedure, are submitted via the Student Fee Request Web Application which can be accessed from the Budget Office website (http://www.clemson.edu/finance/budgets/)

For assistance with fee requests, please contact Virginia Baumann (656-2422) or a member of the Fee Committee.
ACADEMIC FEE PROCESS
(applies to Category V, VI, VII only)

**JANUARY / FEBRUARY:**
Budget Office notifies VPs, Deans & Business Officers to submit new/revised fee requests by Feb. 10, 2017.

**MARCH:**
Dean, or VP prepares draft fee proposal with assistance from Business Officer & forwards to Budget Office/Student Fee Committee for review & consultation.

**MARCH:**
Student Fee Committee & CCIT (if necessary) review for implementation/consultation.

**MARCH:**
Resolution proposed by Budget Office in conjunction with Student Fee Committee.

**MARCH:**
Proposed Resolution presented to VPFO for guidance.

**MARCH:**
Student Gov leaders are given opportunity to formally respond to fee request.

**MARCH:**
Provost & Council of Academic Deans review as appropriate.

**MARCH:**
Student Fee Committee & Student Government Leaders review as appropriate.

**MARCH:**
Presented to Exec Leadership Team for approval.

**APRIL / JUNE:**
BOT Finance Committee considers fee proposal.

**MAY / JUNE:**
VPFO notify Student Fee Committee of disapproved fee.

**MAY / JUNE:**
VPFO notify Budget Office/Student Fee Committee of approved fees.

**JUNE / JULY:**
Revenue & Receivables bills student accounts at approved rates.

End

End

Disapprove

Approve

Disapprove

Approve

Last Updated: January 2017
LAB FEES - PHASE I:

Process to Establish a New Course with a Lab OR

Change an Existing Course to a Lab

1. Go to the University Curriculum and Course Change System at https://ucc.app.clemson.edu/ (You may need to continue to double-check the link. CCIT is in the process of creating the new website/forms for this.)
2. Enter the new course information or indicate Change in Schedule Type.
3. Print form and get appropriate signatures.
4. Submit form to departmental curriculum chair for review.
5. If the departmental review results in an approval, the request moves to the College Curriculum Committee.
6. If the College Curriculum Committee review results in an approval, the request moves to the University Curriculum Committee for approval. The University Undergraduate Curriculum Committee meets the first Friday, and the University Graduate Curriculum Committee meets the second Friday of the months September–May.
7. Upon the approval of the appropriate University Curriculum Committee, the course is entered or changed in iROAR and university publications to reflect the course as a lab course.
8. All approvals for the next academic year must be completed by the April curriculum committee meetings in order for the course to be picked up as a lab course for the next academic year.
9. In late April all lab courses will be downloaded from the Course Master. Each college will be given the lab courses that fall within the respective college for review of the associated lab fees. A newly-established lab course will default a lab fee of $75.00. Changes in the amount of the lab fees can be made on the spreadsheet provided to each college.
10. Lab fees cannot be inactivated or the status of a lab course changed to a non-lab course in the review and update process for lab fees. Inactivation or a change from a lab course to a non-lab course can only be made via the same process outlined in steps 1-7 above.
LAB FEES (up to $200)
Phase I
(applies to Category V-New Course or Change to existing Course)

SEPTEMBER-MARCH:
Enter new course information or indicate Change in Method of Instruction on the University Curriculum & Course Change System (CCCS) at http://ucc.clemson.edu

Print form, get appropriate signatures

Departmental Curriculum Chair Reviews

Approval

College Curriculum Committee Reviews

Approval

BY APRIL:
University Curriculum Committee Reviews

Approval

APRIL:
Course entered/changed in the Course Master & university publications

Mid April:
Course data frozen in CCCS and report provided to Provost Office

Newly Established Lab Course will default a lab fee of $75, changes are made in Phase II

Inactivation or a change from a lab course to a non-lab course must be made during this Phase

University Undergraduate Curriculum Committee meets the First Friday Sept-May;
University Graduate Curriculum Committee meets the Second Friday of Sept.-May

New Courses or course changes that are NOT approved in the April curriculum meetings will NOT appear in Phase 2.

See Phase II for changes to existing lab fees

Last Updated: January 2017
LAB FEES (up to $200)
Phase II
(applies to Category V-Rate Changes Only)

MID APRIL:
Provost gives approved current lab fees to colleges, CCCS Frozen (See Phase 1)

LATE APRIL:
Colleges/Departments review existing fees & propose any rate changes

EARLY MAY:
College Dean reviews and returns to Provost’s Office

MID MAY:
Provost & Council of Academic Deans review as appropriate

LATE MAY:
Lab fee rates available to Admin Council by Provost

JUNE:
Provost notifies Budget Office & Fee Committee, Deans, Revenue and Receivables and CCIT of approved rates

JULY:
Revenue & Receivables bills students for fall semester at approved lab fee rates