

CLEMSON UNIVERSITY  
BUDGET OFFICE  
G06 SIKES HALL  
CLEMSON, SC 29634

STUDENT FEE POLICY & PROCEDURE  
EFFECTIVE JANUARY 1, 2012



## **Student Fee Policy**

**Owner: Budget Office**

**Effective: January 1, 2012**

[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 President, the Provost and the Administrative Council. 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 fees are subject to annual review as prescribed in section IV.

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:

Category	Title	Definition
<b>ACADEMIC</b>		
I	Undergraduate Full Time & Part Time	Mandatory student fees paid by enrolled students supporting the general operations of the University. Includes the Base Academic Fee, Tuition, and Other Debt & Retirement.
II	Graduate Full Time & Part Time	Mandatory student fees paid by enrolled students supporting the general operations of the University. Includes the Base Academic Fee, Tuition, and Other Debt & Retirement.
III	Off Campus/Online Full Time & Part Time	Mandatory student fees paid by enrolled students supporting the general operations of the University. Includes the Base Academic Fee, Tuition, and Other Debt & Retirement.
IV	Mandatory Lab Fees	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.
V	Mandatory Activity/Program Fees	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.

Category	Title	Definition
VI	Differential	Non-mandatory differential base academic fees paid by students enrolled in specific programs. For example, students in the College of Business and Behavioral Sciences pay differential tuition for 300/400 level courses. Mandatory student fees paid by enrolled students supporting specific activities. Including; CBBS (College of Business and Behavioral Sciences), Cardiovascular Technology fees.
VII	Elective Other	Non-mandatory fees for special programs or courses. Ex.: International Affairs, Music
<b>NON-ACADEMIC</b>		
VIII	Room & Board	Room and Board Fees paid by enrolled students to reside in University properties and/or receive meals at University dining halls.
IX	Billing Rate	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.
X	Billing Rate-Auxiliary	Fees paid by enrolled students to self-supporting programs or auxiliaries, such as Parking Services and Housing. Includes fees such as materials & services fees, user fees, fines, and deposits. These fees fall under the billing rate process.

**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.

# STUDENT FEE PROCEDURES

EFFECTIVE JANUARY 1, 2012

## 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 Provost, University Revenue and Receivables, Comptroller's Office, and the Office of the Chief Financial Officer. Members of the current Student Fee Committee are as follows:

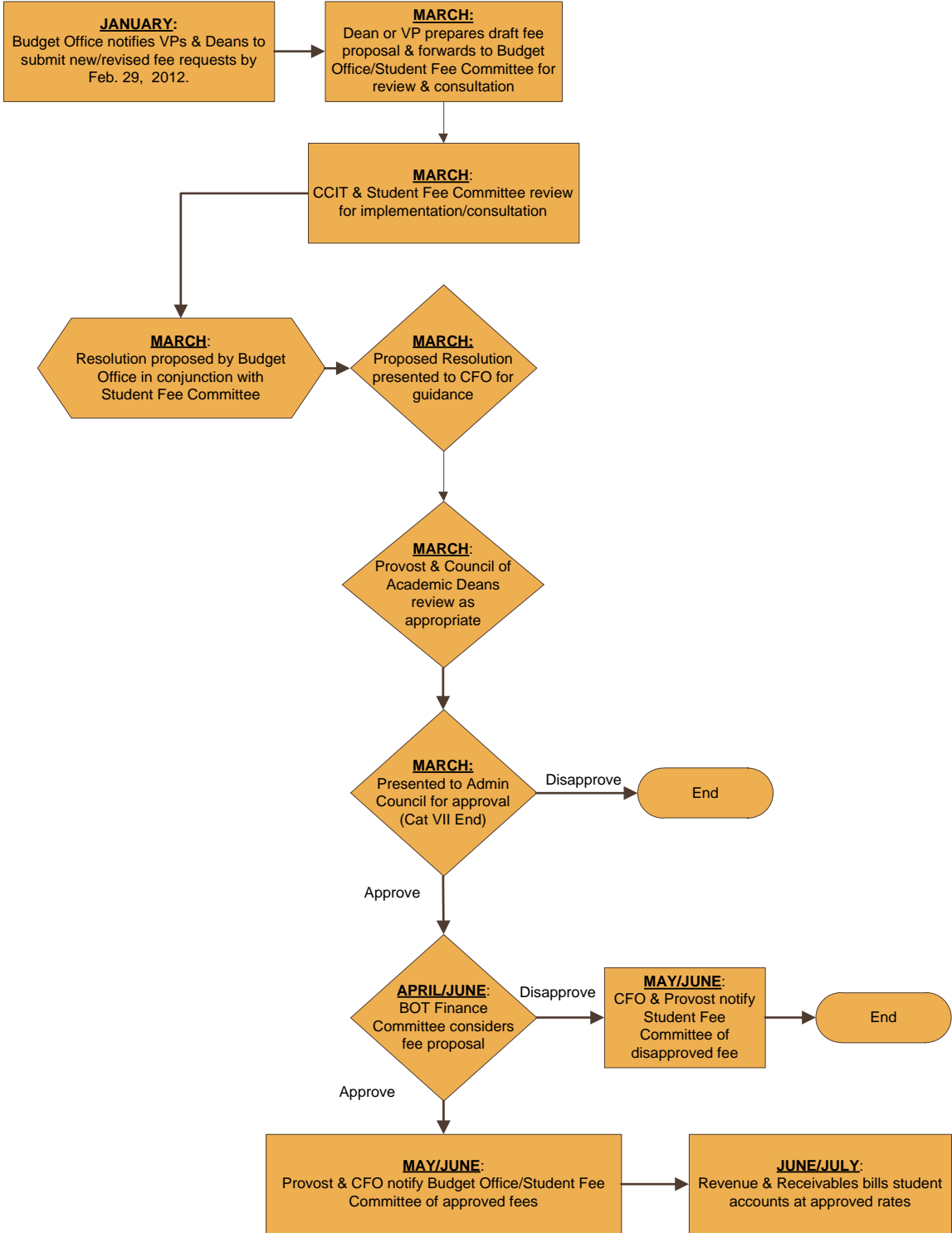
- Virginia Baumann, Budget Director ([vbauman@clemson.edu](mailto:vbauman@clemson.edu))
- Jane Gilbert, Academic Affairs Financial Officer ([jcg@clemson.edu](mailto:jcg@clemson.edu))
- Andrea Owens, Senior Financial Analyst ([anowens@clemson.edu](mailto:anowens@clemson.edu))
- Karen Robbins, Director of University Revenue and Receivables ([kr@clemson.edu](mailto:kr@clemson.edu))
- Charles Tegen, Comptroller ([ctegen@clemson.edu](mailto: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.

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)



## **LAB FEES - PHASE I:**

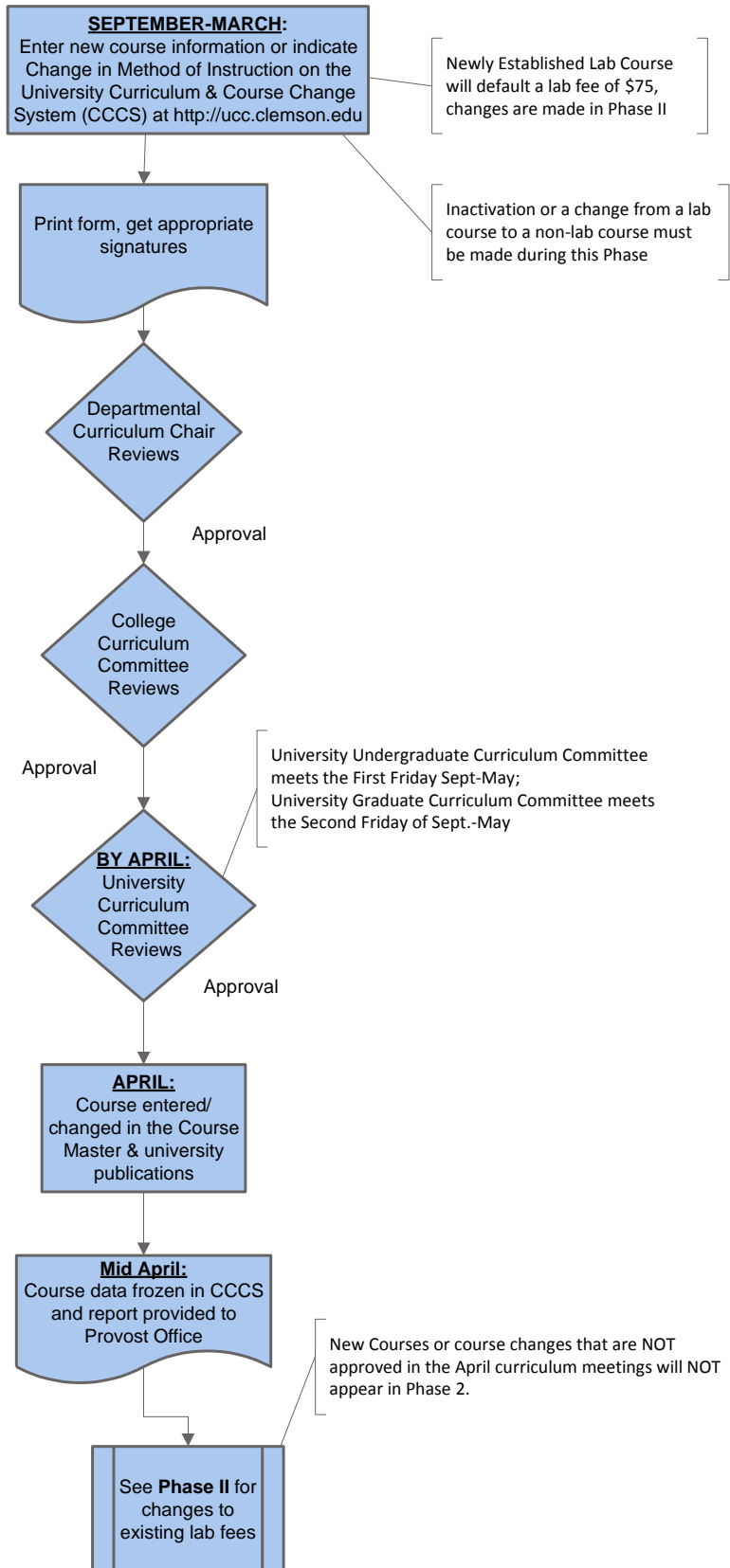
### **Process to Establish a New Course with a Lab OR**

#### **Change an Existing Course to a Lab**

1. Go to the University Curriculum and Course Change System at <http://ucc.clemson.edu/>
2. Enter the new course information or indicate Change in Method of Instruction.
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 the Course Master 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 meeting of the University Curriculum Committee 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)



# LAB FEES (up to \$200) Phase II

(applies to Category V-Rate Changes Only)

