Student Fee Policy & Procedure
Effective January 26, 2021
Student Fee Policy

Owner: Budget Office

Effective: January 26, 2021

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 or change in any student fees. The Board of Trustees has the statutory authority to approve fees.

Policy

Chapter VI of the Clemson University Board of Trustees (BOT) manual provides that the Board of Trustees retain the authority to approve 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, meal plan fees, and all other fees applicable to students.

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. Beginning for the FY22 budgeting process,
the student fee liaison has been “reset” to the current Budget Center Business Officers. The
recent Budget Center Business Officer list can be found here. If upon review the Budget Center
Business Officer list needs to be updated, please email Tyler Saas at saas@clemson.edu
to discuss. Each student fee liaison should be knowledgeable of the courses or other requirements
for their Budget Center. Each student fee 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><strong>ACADEMIC</strong></td>
<td></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.</td>
</tr>
<tr>
<td>Category</td>
<td>Title</td>
<td>Definition</td>
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<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 the 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 Behavioral Sciences or Business pay differential tuition for 300/400 level courses. Mandatory student fees paid by enrolled students supporting specific activities. Including; Nursing Program and Cardiovascular Technology fees among others.</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>
</tbody>
</table>

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<th>Category</th>
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</tr>
</thead>
<tbody>
<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</td>
</tr>
<tr>
<td>X</td>
<td>Billing Rate-Auxiliary</td>
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<td>---</td>
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<tr>
<td></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>
<td></td>
</tr>
</tbody>
</table>

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

**IV.** In concert with the Provost and Central Budget Offices, 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. Fees should be used for supporting programmatic expenditures. Fee requests that would cause the accumulation of fund balance are not permissible.
Student Fee Procedures  
Effective January 26, 2021

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 Affairs, Student Financial Services, Controller’s Office, and the Office of the Vice President for Finance and Operations. Current members of the current Student Fee Committee are as follows:

- Tyler Saas, AVP Budget Financial Planning and Analytics (saas@clemson.edu)
- Sherri Rowland, University Controller (sherrir@clemson.edu)
- Jessica Marchant, Senior Budget Analyst (jstoots@clemson.edu)
- Christopher Wood, Academic Affairs Financial Officer (wood6@clemson.edu)
- Linda Henderson, Director of Student Financial Services (lindah@clemson.edu)
- Beverly Leeper, Director of Tax and Cost Accounting (bkl@clemson.edu)
- Lisa Bona, Chief Business Officer, Student Affairs (lspower@clemson.edu)

The Student Fee Committee serves as an important governance role in the evaluation and recommendation of student fees. Requests to create a new fee or change an existing fee must be reviewed by the Student Fee Committee. Do not contact Student Financial Services directly about creating or changing a fee.

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 requests detailed in this procedure manual, are submitted via the Student Fee Request Web Application which can be accessed here: https://rpfa.clemson.edu/fees_portal/home/

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

* Note that dates are subject to change.

**JANUARY / FEBRUARY:**
Budget Office notifies VPs, Deans & Business Officers to submit new/revised fee requests by Feb. 7, 2020.

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

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

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

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

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

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

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

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

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

Last Updated: January 2021
LAB FEES:

Process to Establish a New Lab with Fee Course OR

Change an Existing Course to a Lab with Fee Course

1. Login to https://clemson.curriculog.com. This is Clemson University’s online workflow process for approving course and curriculum additions, changes and deletions.

2. When adding a new course, you will select Lab With Fee (LWF) as the schedule type. If the schedule type is being changed so a lab fee may be charged, you will change the existing schedule type to Lab With Fee (LWF).

3. Once you have completed and approved the form in Curriculog, the form will automatically move on to the appropriate person or committee. In most cases, this will be the department curriculum committee.

4. As each person or committee representative in the process approves the form, it will continue to move forward automatically in the workflow process. If the form is rejected at any step, it will automatically return to the person or committee at the previous step.

5. The University-level curriculum committee (undergraduate and/or graduate) is the final approval step before the course form goes to the Provost or the Provost’s designee for final University approval.

6. The University Undergraduate Curriculum Committee (UCC) meets the first Friday of each month from September through April. However, the March meeting of the UCC is the last meeting of the academic year at which the committee reviews course forms for the following academic year.

7. The University Graduate Curriculum Committee (GCC) meets the second Friday of each month from September through April or May. However, the March meeting of the GCC is the last meeting of the academic year at which the committee reviews course forms for the following academic year.

8. Upon the approval of the appropriate University Curriculum Committee and based on the effective term listed on the course form the course is entered or changed in iROAR and university publications for the following academic year are updated to reflect the course as a lab with fee (LWF) course.

9. All approvals for the next academic year must be completed by the March curriculum committee meetings in order for the course to be picked up as a lab with fee (LWF) course for the next academic year.

10. In late March, all lab with fee (LWF) courses are extracted from iROAR. Each college is provided a list of all courses designated as lab with fee (LWF) so college personnel can
review the courses and their associated lab fees. A newly-established lab course is assigned a default lab fee of $75.00. Requests for changes in the amount of lab fees can be made on the spreadsheet provided to each college.

11. Lab fees cannot be inactivated during this review process, nor can the schedule type of a course be changed to or from “Lab With Fee” during this review and update process. Inactivation of a lab fee or a schedule type change can only be made via the same process outlined in steps 1-9 above.

The Student Fee Committee will request a list of all lab fees that have moved through the above process. These lab fees may undergo further review by the Student Fee Committee in preparation for the formal request to Board of Trustees for approval.
LAB FEES (up to $200)  
Phase I  
(appplies to Category V-New Course or Change to existing Course)

SEPTEMBER-MARCH:  
Enter new course information or indicate change schedule type on the appropriate form in Curriculog (clemson.curriculog.com)

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

Curriculog Approvals

Department Chair Reviews Approval

Department Curriculum Reviews Approval

College Curriculum Committee Reviews Approval

College Dean Reviews

BY MARCH:  
University Curriculum Committee Reviews Approval

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

Provost or Provost Designee Reviews

MID MARCH:  
Course entered/changed in iROAR & university publications for following academic year

LATE MARCH:  
All courses with schedule type of “lab with fee” extracted from iROAR

New Courses or course changes that are NOT approved by the March curriculum meetings will NOT appear in Phase II

See Phase II for changes to existing lab fees

Approve the form in Curriculog. It will automatically be routed to the next level of approval

Last Updated: January 2021
LAB FEES (up to $200)
Phase II
(applies to Category V - Rate Changes Only)

EARLY APRIL:
Provost or designee gives approved current lab fees to colleges for review

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

LATE APRIL:
College Dean reviews and returns to Provost’s Office

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

MID MAY:
Lab fee rates available to ELT by Provost

LATE MAY:
Provost notifies Budget Office & Fee Committee, Deans, Revenue and Receivables and COT of approved rates

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