



SOUTHWEST MINNESOTA STATE UNIVERSITY

Business Services Internal Procedure

Special Course Fees/Personal Property & Services Charges

Special course or program fees may be requested to meet the full costs of services and materials provided students in classes utilizing non M&E facilities or in non-credit continuing education programs in compliance with MinnState policy (5.11 Part 2, Subpart B). Special course fees may also be requested to cover costs beyond those necessary for normal instruction. The fees may include, but are not limited to, consumable items, services, payment for use of off-campus facilities, and materials or other items, which may become personal property of the student. The charge shall not exceed the average full cost of the materials or services.

Course fees will NOT be approved for the following:

1. Fees to support “handout” materials. If the volume of handouts is significant, they are to be sold through the Bookstore.
2. Fees to support items that are common to a large number of courses within a program. Examples include towel fees or certain lab fees.
3. Fees to support lower level courses, which are attended by large numbers of students as a prerequisite. Examples include science courses and English courses.

Procedure

1. The department chairperson obtains a Special Course Fee Request/Approval Form (attached) and completes it, providing a detailed justification.
2. The form is routed to the following people for review and approval:
 - Appropriate Dean
 - Provost
 - Vice President for Finance and Administration

If any of the above individuals do not approve the fee they will provide written notice to this effect, stating the reasons why it was not approved, to all parties who have previously signed the request.

3. Upon final approval, the form will be returned to the Office of Business Services to update course charges and then be routed to the Registrar for entry into the Master Course File and publications, which include this charge, for student information.



**SOUTHWEST MINNESOTA STATE UNIVERSITY
SPECIAL COURSE FEE REQUEST/APPROVAL FORM**

Deposit Account Number: _____

Department Requesting Special Fee: _____

Name and Course Number Which Special Fee is to be Applied: _____

No. of Sections: _____ Average Class Size: _____

Fee Request: _____ Special Fee Revenue: _____

JUSTIFICATION (for charging an additional fee):

UNIVERSITY APPROVAL:

Department Chairperson Date

Dean of College Date

Provost Date

VP for Finance and Administration Date

ADMINISTRATIVE USE ONLY

Date Entered into ISRS: _____

Object Code: _____

Please return to Business Services