Policy on Special Course Fees

College of Agriculture and Life Sciences

October 23, 2010

Approvals

All Special Course Fees and On-line Delivery Fees must be approved by the Dean’s office prior to publication in the schedule of classes. All Special Course Fees that include the $100 component for extraordinary costs not typically associated with courses must be approved by the Dean’s office and the Provost’s office.

Deadlines

The deadlines to submit Special Course Fees for approval are:

For Fall Semester Courses:

**February 19:** Special Course Fees that also include the $100 component for extraordinary costs not typically associated with courses. These will be reviewed at the college level and forwarded to the Provost to allow that office to review the justification.

**February 23:** All other Special Course Fees (those that do not include the $100)

**March 1:** All Special Course Fees are due in the Provost’s office.

**March 2:** Course fees appear on the Schedule of Classes for students to review

For Spring Semester Courses:

**September 22:** Special Course Fees that also include the $100 component for extraordinary costs not typically associated with courses. These will be reviewed at the college level and forwarded to the Provost to allow that office to review the justification.

**September 27:** All other Special Course Fees (those that do not include the $100)

**October 1:** All Special Course Fees are due in the Provost’s office.
October 2: Course fees appear on the Schedule of Classes for students to review

All requests for Special Course Fee approvals must be submitted to the Dean’s office via the web by the deadlines shown above.

January Submissions: All Special Course Fees must be approved for the current catalog cycle.

September Submissions: Only those Special Course Fees that have changed during the catalog cycle or Special Course Fees for new courses should be submitted in September. Special Course Fees previously approved during the current catalog do not need to be resubmitted at this time.

Allowable Costs

According to the ISU policy Special Course Fees may be assessed for:

- Required travel costs for students to visit off-campus sites as part of the course
- Consumable supplies, such as art supplies
- Non-inventoried instructional materials used as part of the course
- Maintenance costs of instructional equipment
- Amortized replacement costs of equipment with a typically expected usable life of less than five years

Exceptions

Exceptions to this policy, for unusual situations involving costs not typically associated with courses, must be approved by the Office of the Executive Vice President and Provost. The College of Agriculture and Life Sciences has received special approval from the Provost to charge, under certain conditions, $100 in addition to the normal Special Course Fees to cover the extraordinary cost of lab and facility intensive courses. Each $100 fee must be approved individually by the college and the Provost. Extraordinary costs could include:

- Animals, animal specimens, meat and other animal-derived products
- Plants, plant samples, grain, fruit, vegetables, flowers, and plant-derived products
- Microbes, microbial samples and cultures, and microbial-derived products
- Staff who produce animals, plants and microbes for teaching purposes or who are engaged in laboratory/teaching preparatory work but who are not engaged in teaching
- Special facilities and consumables to produce animals, plants, microbes, and products
• Equipment or facility damage over and above normal wear and tear
• Maintaining special facilities for instructional purposes

The fee will only be charged on those labs/special facilities courses that can demonstrate their extraordinary costs exceed the $100/student threshold

Justification

For each Special Course Fee you submit via the web please make sure your notes include a detailed justification for both the regular Special Course Fees and the $100 portion if you have both those fees. To determine if the course is eligible to charge the additional $100 fee you will need to submit a budget of the extraordinary expenses associated with offering this course divided by the number of students likely to enroll. If this results in a cost of at least $100 per student then you may submit this to the Dean’s office for approval via a separate email (email: msrogers@iastate.edu) For examples of this analysis carried out for other courses please contact Michele Rogers.

Variable Cost Ranges

ISU policy allows Special Course Fees to be listed as a range (e.g. from $25 - $40). However, any Special Course Fees that also include the $100 component for extraordinary costs not typically associated with courses must be presented as a single dollar amount based on the best estimate instructors can generate about the actual cost.

Notification

For those involved in submitting and approving Special Course Fees please notify the Chair or next approver so none of these Special Course Fees sit in someone’s queue and miss the deadlines noted above.

Special Note for Chairs

If your department has any of the additional $100 fees on any of your courses it is critical that you use your existing communications channels to inform all students in your majors about the rationale for the Special Course Fees for your lab/facility intensive courses. Student will see these fees when they begin examining the Schedule of Classes prior to registration and we want to be sure they are aware of this ahead of time.

Please direct questions to David Acker, Associate Dean  dacker@iastate.edu