

FINANCIAL AND BUSINESS SERVICES POLICIES AND PROCEDURES

Area:	Academic Departments	Number:	
Subject:	Elective Fee Approval Policy and Procedure	Issued:	January 19, 2012
Applies To:	Faculty and Staff	Revised:	
Sources:	Bursar's Office, Financial and Business Services	Page(s):	1 of 2

Purpose:

To provide guidance for Institution approval of certain student fees and tuition.

University System of Georgia policy requires Board of Regents approval of any tuition or fee charged to students that is mandatory or part of a specific degree program. ([BOR Policy Manual 7.3: Tuition and Fees](#)). USG policy further allows institution Presidents the authority to approve the following student charges:

- Course Fee
- Elective Fee
- eTuition rate within certain limits ([BOR Policy Manual 7.3.1.6](#))

This policy establishes the standard for creating and increasing eTuition rates, course fees and elective fees and provides a process for academic and management review to ensure consistent application across Colleges and other institution Divisions.

Policy:

Course Fees: Special course fees are warranted where the proposed fee results in enhancement of the educational experience beyond that ordinarily provided. Special course fees are permitted in course offerings where the University incurs continuing and significant expenses for services or materials supplied directly to students. Examples of courses that may be included are laboratory and studio courses that involve substantial use of supplies, provide private instruction or mentoring for students, or depend on the regular availability of specialized equipment and/or software with current capabilities. Courses that make regular use of general-purpose computers supported by Student Technology Fees shall not institute special course fees for purchase of computers. Courses which are normally supported through special allocations or grants are not eligible for special course fee consideration.

Elective Fees: Elective fees are defined as student charges for specific services or events selected by or apply to individual students. They do not include standard tuition and mandatory University fees. Examples of elective fees include but are not limited to; housing, meal plans, orientation fees, late payment fees, library fine/fees, testing fees, etc.

eTuition Rate: USG policy grants authority to institution presidents to approve eTuition rates for courses taught 95% to greater on-line, as long as the rate falls between the current Board approved in and out of state tuition rate. ([BOR Policy Manual: 7.3.1.6](#))

New fees and increases in course fees and elective fees must be approved by University President on the Application for Special Course Fee or Student Elective Fee Approval form. eTuition rate for all undergraduate and graduate courses is determined by President's Cabinet. New fee and eTuition approvals and increases must be obtained and communicated to applicable College/Divisions by April 1 of each year for the upcoming academic

year. This date is consistent with Board approved tuition and fee rates that are effective each Fall semester and remain in place through the following summer semester.

Procedure:

1. Complete Request for Differential eTuition Rate form and obtain approval signatures as indicated on form. Course Fee requests are submitted for review and approval by completion of Application for Special Course Fee. Elective fee requests are submitted for review and approval by completion of Student Elective Fee Approval form.
2. Submit to the Controller's Office a listing of new or updated eTuition rates along with written approval of President's Cabinet.
3. Return completed and approved forms to originating College or Division and a copy to the Georgia Southern University Bursar's Office, Registrar's Office and College of Graduate Studies if applicable.