Special Course and Delivery Fee Assessment Protocols

Approved by ISU Senior Leadership 1/12/2011

The implementation of the revised special course fee guidelines and the new delivery fee guidelines for distance courses has revealed elements of the assessment protocols associated with these fees that are in need of revision or refinement. The revisions contained in this document are intended to address increasing demands to better inform students and parents about costs of attendance, as well as to reduce the complexity of the fee assessment and revenue distribution processes. No changes are proposed in the recently revised and approved special course and delivery fee guidelines (including allowable categories of costs).

Protocol Revisions

1. Eliminate variable special course fees and provide better information about processes for revision and approval of fees on a semester to semester basis in cases for which frequent revision is appropriate (for example, field trips to different locations).
2. Require that special course and delivery fees be set by no later than the first day of registration for the semester in which they will be assessed.
3. Establish a minimum special course or delivery fee of $25.

Protocol Refinements

1. Clarify that the associate provost for academic programs has responsibility for enforcement of guidelines and protocols, and that appeals for exceptions to protocols are to be made to the associate provost for academic programs.
2. Coordinate refinement of the sections of the Registrar and EVPP websites pertaining to fees to better provide consistent information about fees, guidelines, assessment protocols, and approval processes.
3. Clarify the roles and responsibilities of department chairs, deans, and the associate provost for academic programs regarding approval of fees, reasonableness of fees, allowability of expenditures of fee revenue, and accountability for compliance with guidelines and protocols.

Effective Date for Fee assessment Protocol Revisions

February 1, 2011 for fees to be assessed summer 2011 and thereafter