

## COMMUNITY COLLEGE OF DENVER

Title: Course Fee Review Process

Guideline #: FS – 15

Approved: July 28, 2014  
July 13, 2015  
August 9, 2017

References: Colorado Department of Higher Education Policy Section VI  
Part C Tuition and Fees  
Board Policy 4-20  
Student Tuition And Fees/Scholarships

Approved By: Dr. Everette J. Freeman, President

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### 1. PURPOSE

To establish a review process to ensure course specific fees the Community College of Denver (College) charge students are spent appropriately and within the parameters for which they are charged and collected.

### 2. APPLICABILITY

These guidelines apply to all College instructional personnel who oversee a discipline that receives course fees and fiscal personnel whose responsibility is to monitor and report on the expenditure of such fees.

### 3. DEFINITIONS

- a. High Cost Course (Course Specific) Fee – Mandatory fee set by the State Board for Community Colleges and Occupational Education and assessed to certain courses. Please refer to the College’s [Institutional Fee Plan Guidelines \(FA-2\)](#) for additional information on High Cost Course Fees.
- b. Program Fee – Mandatory fee determined by the College and assessed to certain courses to defray costs associated for particular class. Please refer to the College’s [Institutional Fee Plan Guidelines \(FA-2\)](#) for additional information on Program Fees.

### 4. POLICY

It is the policy of the College that the Budget Office performs a review of High Cost Course Fee and Program Fee at the end of each semester to ensure disciplines that receive such fees are appropriately spending those fees and they are spent in the academic year in which they are collected. Fees not spent in the academic year in which they are collected must have a detailed explanation as to the reason(s) the fees were not spent. This explanation must be provided by the appropriate dean and sent to the Budget Office and the Provost. The response will follow the same timeline as other fee responses detailed in the Guidelines section below.

### 5. GUIDELINES

- a. High Cost Course Fee and Program Fee budgets are projected by the Budget Office using enrollment projections for those courses entailed to receive such fees. Enrollment projections will mirror those used to establish the College’s budget and the projected

fee amount will be assigned to the respective discipline as operating budget under the description: "High/Med Course Fee" or "Program Fee" in the org's budget detail.

- b. The Budget Office then uses the end-of-term (EOT) files provided by Institutional Research (IR) to get the actual enrollment by term for summer and fall to calculate actual fees collected by course/program. For the spring term, the Budget Offices uses census date enrollment data provided by IR.
- c. Once actual enrollment numbers have been updated and calculated, the Budget Office recalculates High Cost Course and Program Fees based on actual enrollment. Adjustments to the original operating budgets are then completed to increase or decrease the budget amount to reflect the actual fees collected. Deans are advised of the adjustment and will need to alter their spending pattern to accommodate the adjustment. At this time the Budget Office also tabulates expenditure data by ORG for every course/program that receives High Cost Course/Program Fees.
- d. The Budget Office identifies expenses considered to be high cost and provides a report to the appropriate instructional dean comparing fees received versus expenses.
  - i. Generally, expenses in the following account codes are deemed high cost course fee:
    - a. Non-Capital IT Equipment (720360)
    - b. Other Purchased Services (721340)
    - c. Supplies Instructional (720200)

- d. Software License (720984)
  - ii. The Budget Office in consultation with the appropriate dean will determine if other expenses should be classified as high cost.
- e. Since Program Fees are for a specific purpose, the Budget Office can easily identify the program fee income with its associated expense and provide a report to the instructional dean.
- f. Once the Budget Office completes its' initial review of fee income versus expenditures, the summary is sent to the instructional deans for their review and verification.
- g. In the verification process the instructional deans are asked to verify expenses as one of three options:
  - i. Verify expenses as correct;
  - ii. Identify expenses the Budget Office omitted but are applicable so they can be included, or;
  - iii. Identify expenses that are NOT applicable so they can be removed.
  - iv. The instructional deans will be given approximately two (2) weeks to review the report issued by the Budget Office and provide a response. Responses not received by the due date will be notified of the need for the response.
- h. The Budget Office updates their records based on comments received from the instructional deans and will provide them with a final report.