Pikes Peak State College (PPSC) Educational Procedure

EP 175 – Course Fee Process

Originated:
Unknown

Revised:
September 2024
October 2016

References:
CIP: NCES Classification of Instructional Programs (CIP), CIP Series 13 - Education CIP Codes, and Browse CIP Codes
CCCS Board Policies & System Procedures: BP 4-20 Student Tuition and Fees/Scholarship PPSC Administrative Services Procedure AP 8-5

Approved By:
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I. **Purpose:**

The Colorado Community College System (CCCS) determines how course fees are assigned to specific courses per National Center for Education Statistics (NCES) Classification of Instructional Programs (CIP) code and cannot be changed at the college level. Exceptions are passthrough fees which are determined by individual colleges The fees are assigned as attributes in Banner in SSADETL (Schedule Detail) and are identified by the first two numbers in the CIP code. The amount per class to be collected is defined annually at the system level.

   a. **Course specific fees (Instructional Program Fees)** are mandatory fees associated with academic programs that help defray the costs of offering specific programs. These include, but are not limited to, music, art, vocational, occupational, technical, and physical education programs; testing fees required for completion of a program; and malpractice insurance. In the PPSC fee schedule, they are charged to some or all of the courses in a particular program per student and per credit hour of each particular course. These fees can be used to employ tutors for the program.

   Medium and High CIP Course Fees and Cisco Fees. Each spring, the SBCCOE approves the Classification of Instructional Program (CIP) codes (see: Med/High Cost CIPs, available via Budget@pikespeak.edu) that are used to determine those courses that will be assessed a course fee. All courses offered by CCCS are identified according to three cost factor categories based on costs of delivery: low, medium, and high cost. In addition to these levels the SBCCOE has approved a separate rate for CISCO courses. Course fee rates for all medium, high cost and CISCO courses are approved by SBCCOE each fiscal year.

   b. **Pass-through fees** are special predetermined fees considered additional course fees. These fees are collected by PPSC per course-specific or per semester (depending on the fee) and paid to a third-party company on behalf of the student. Examples of pass-thru fees course specific fees are malpractice insurance and certification fees (see AP 8-5 for more information about pass-through fees logistics).

   c. Per current BP 4-20, course fees should cover the high-cost expenses related to a course, and revenues must be used for costs directly related to the course for which they are charged. PPSC collects all course fees in a discipline level account for clarity of tracking.

I. **Scope:**

The Colorado Department of Higher Education (CDHE) governs the tuition and fees assessed by each institution of higher education. The CDHE "has the responsibility to exercise oversight to ensure that educational quality and access are maintained consistent with the role and mission of each institution". Further, the SBCCOE must review and approve such fees within CDHE policy.

II.   Procedure:

FEE ASSESSMENT AUDIT:

Course fee attributes are reviewed and corrected on a semester basis prior to turning on the rate table. Banner report TZRCRSF extracts course information, fees, and attributes. The attributes are compared to the PPSC template in the office of the Vice President for Administrative Services (VPAS), and corrected. The report is run a second time and reviewed by Financial Services. After final verification, a list of all new courses built in Banner is sent to Financial Services on a daily basis for per-class verification.

ADDING OR CHANGING A COURSE FEE:

Course fees are designated by the CIP number assigned to the class when the course is added to the Colorado Common Course Numbering System (CCNS). The CIP assigned to a course can be found in Banner on SCACRSE (Basic Course Information). If the CIP number assigned to the course is inappropriate, a change request should be submitted the way any change to a course is processed (*See Educational Procedure 105*).

ADDING OR CHANGING A PASS-THROUGH FEE:

The division executive dean or delegate will administer all pass through accounts under the supervision of and with the Vice President for Administrative Services as signature authority on the accounts.

1) Each year, Budget Department and the Purchasing Manager will work with the divisions to validate all existing fees. The validation will include a verification of the amount and the validity and justification of charging each fee. All rates are dependent on vendor or State of Colorado contracts and rates. The pass-through fees list saved on SharePoint, Business Services, Budget, and fiscal year will be updated each year to reflect the validated list

2) If a pass through fee rate needs to be adjusted based on the vendor or contract rates, Administrative Procedure AP 8-5 (Pass Through Fee Request Process) must be followed to ensure fee adjustments are approved as per policy.

3) The Procurement Department, in cooperation with the appropriate division dean or delegate, will estimate the amounts required in order to create purchase orders for each pass through fee for the year. The estimates will be based on vendor rates or State of Colorado contract rates and enrollment estimates.

4) The instructional executive deans or delegates will monitor all pass-through fee accounts and billing/payment requirements throughout the year to ensure the accounts stay current and that fee revenues and expenses are aligned appropriately. Before the fiscal year ends, the instructional executive deans or delegates will work to reconcile pass through fees paid.

5) Any exceptions must be submitted for approval to the Vice President for Instructional Services and Vice President for Administrative Services in May and before the fiscal year ends.

6) The requirements for submitting your request documents are:
   a. Submit a separate request document for each course and fee addition/change.
   b. Submit a document for any fees to be cancelled with justification.

      c. Include the full <u>catalog</u> name of the course along with the course number (e.g., ENG 1021 *English Composition I*: CO1).

      d. See *Academic Course Fee Request Form* template (available via Budget@pikespeak.edu)

7) Considerations when submitting a new fee or a fee increase:

      a. Instructional course fees should be directly attributable to individual students – we need to be able show the specific benefit for individual students in our courses.

      b. Increases to current fees must be attributable to specific and identifiable cost increases – reasonable increases should be tied to verifiable vendor increases or changes in instruction requiring greater utilization of resources (it should either cost more or you are needing to buy more).

      c. A fee should allow for a meaningful financial benefit to our students – as opposed to requiring students to purchase their own materials.

      d. Be mindful of the impact on fee requests for Concurrent Enrollment/ High School students – please consult with the CE team to assess and plan for CE/HS impacts.

      e. Fees increase the financial burden on our students and affect our promise of affordability – be mindful of the cost that we pass on to our students and ensure that they are absolutely necessary.

8) Inclusive Access (fee supported instructional materials loaded into D2L):

      a. New Inclusive Access (IA) requests may only start in the Fall semester of the following academic year– to coincide with the activation of the associated fee to support IA costs.

      b. IA pricing is formalized and guaranteed by the contracted bookstore company for the entirety of the academic year – for the purposes of the attached fee request document, a placeholder cost can be used for submissions due January 31.

      c. For existing IA, no additional paperwork is required (unless removing IA) – the Budget Office will verify any price changes to current IA and adjust fee requests accordingly.

      d. A final IA cost sheet will be shared to departments requesting new, or maintaining current IA, to maintain price transparency.

9) Approval Considerations include:

      a. Fees are not permissible to support personnel expense (i.e., fees can't support the hire of lab assistants, faculty, staff, etc.).

      b. Fees are reviewed and approved/denied by the SBCCOE.

      c. The President of the college reserves the right to deny any fee request.

10) Considerations for once fees are approved:

a. Any fees requested that are approved during the current fee cycle may only go into effect for following fall semester per SBCCOE timelines – please plan accordingly.

b. Fee related purchases made by college personnel are still bound by Colorado State Procurement rules, be sure that the college will be able to fulfill purchases on behalf of students while utilizing fee revenues.

c. Fee monies cannot be used outside of the explicit purpose indicated in our fee request document, be mindful of the wording in your request – we are bound to it.

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Final Audit Report   2025-02-20

Created:	2025-02-20
By:	Susi Holmes (Susi.Holmes@pikespeak.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_8RH6oxBBuknMb-JEMPCBuXjd2wEUVEP

"EP 175 Course Fee Process 2.20.2025" History

📄 Document created by Susi Holmes (Susi.Holmes@pikespeak.edu)
2025-02-20 - 4:54:08 PM GMT- IP address: 73.243.6.200

📨 Document signing automatically delegated to Gary Walker (gary.walker@pikespeak.edu) by Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu)
2025-02-20 - 4:55:42 PM GMT

✉ Document emailed to Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu) for signature
2025-02-20 - 4:55:43 PM GMT

✉ Document emailed to Gary Walker (gary.walker@pikespeak.edu) for signature
2025-02-20 - 4:55:43 PM GMT

✅ Document e-signed by Jacquelyn Gaiters-Jordan (Jacquelyn.Gaiters-Jordan@pikespeak.edu)
Signature Date: 2025-02-20 - 7:47:21 PM GMT - Time Source: server- IP address: 164.47.161.128

✉ Document emailed to Joseph Miller (Joseph.Miller@pikespeak.edu) for signature
2025-02-20 - 7:47:24 PM GMT

📄 Email viewed by Joseph Miller (Joseph.Miller@pikespeak.edu)
2025-02-20 - 8:19:36 PM GMT- IP address: 172.59.228.247

✅ Document e-signed by Joseph Miller (Joseph.Miller@pikespeak.edu)
Signature Date: 2025-02-20 - 8:19:46 PM GMT - Time Source: server- IP address: 172.59.228.247

✉ Document emailed to Deidre Schoolcraft (Deidre.Schoolcraft@pikespeak.edu) for signature
2025-02-20 - 8:19:51 PM GMT

📄 Email viewed by Deidre Schoolcraft (Deidre.Schoolcraft@pikespeak.edu)
2025-02-20 - 8:57:08 PM GMT- IP address: 104.47.55.254

✅ Document e-signed by Deidre Schoolcraft (Deidre.Schoolcraft@pikespeak.edu)
Signature Date: 2025-02-20 - 8:58:22 PM GMT - Time Source: server- IP address: 164.47.161.129

✔ Agreement completed.
2025-02-20 - 8:58:22 PM GMT