Guidance for the determination of alternative fees for credit activities

The authority to allow for approval of the alternative fees was sought and given to facilitate outreach activities such as delivering professional development workshops to teachers during the summer or providing in-service training to corporate or public sector organizations off-campus. The Indiana State University Board of Trustees has passed two policies that allow for a modified tuition schedule for on-campus workshops and some off-campus instructional activity. Specifically the policies read:

**Recommendation:** That the Board authorize the University President to determine programs of strategic importance to the University that would be eligible for a flexible fee assessment. It is further recommended that with the approval of the President and Treasurer, the Provost be authorized to establish a credit hour fee that is not lower than the direct costs of the program being provided.

On a motion by Mr. Bonds, seconded by Mr. Thyen, the recommendation was approved.

**Recommendation:** That the Board authorizes the Provost and the Vice President for Business Affairs/Finance to determine on-campus workshops of strategic importance to the University, that are not in lieu of program-related semester/term course offerings. These programs would not require the assessment of mandatory fees such as the recreation center fee. It is further recommended that with the approval of the Provost and the Vice President of Business Affairs/Finance, an alternative credit hour fee for these workshops may be established, as may be deemed warranted. This authorization applies to all future workshop offerings, however, it does not extend to distance delivered workshop courses delivered via ISU.

On a motion by Mr. Pease, seconded by Mr. Minas, the recommendation was approved.

In determining the alternative fee to be charged, the following factors are considered:

- The strategic goal and impact of the activity
- The cost to the university to deliver the program
- Constituency being served
- The impact of the activity on the university’s services and facilities
- The impact of the credit fee on the success of the activity
- Off-setting revenue losses
- Fees paid or costs incurred by non-university sponsors or participants

These factors must be weighted collectively to arrive at the proper fee level and each program will be assessed individually. Normally, programs whose primary audience is enrolled Indiana State University students and whose participation in the program results in credit required as part of a degree will not be approved for reduced fees. The following benchmarks provide guidance for planning purposes:

Workshop or other professional development activity where the instructional and other direct costs are borne by an entity outside of the university such as participant registration fees, grants, contracts etc. and the awarding of credit is ancillary to the primary purpose of the activity will typically be assessed fees of 67% of the normal tuition rate if there is minimal use of university equipment or facilities. In the case where grant funds are being used, the fee we can charge may be regulated by the terms of the grant. Consultation with the Office of Contracts and Grants must occur before an alternative fee is recommended for credit activity.

Workshop or other professional development activity where the instructional and other direct costs are borne entirely or largely by the university and the program has been designed to meet a specific strategic goal of the university will typically be assessed fees of 80% of the normal tuition rate.