Morgan Community College
INSTITUTIONAL FEE PLAN

PART A--Fee Categories

The purpose of the Institutional Fee Plan is to define how student fees are proposed, approved, assessed, and allocated at Morgan Community College. This Plan has been developed to be in compliance with Colorado Revised Statutes (23-1-123), Colorado Department of Higher Education (CDHE) Policy VI-Part C, and the State Board for Community Colleges and Occupational Education (SBCCOE) Policy BP4-20.

I. Definitions

A. Morgan Community College uses these categories to describe fees under this plan:

1. Fees: Any mandatory assessment against students (excluding tuition), including those assessed as (1) a condition of enrollment in the college, or (2) a condition of enrollment in a particular program or course.
2. Inflationary Increases: Any additional assessment to a fee or charge, based on the rate of inflation, which is the percentage change in the Consumer Price Index (CPI) for the Denver-Boulder-Greeley metropolitan area.
3. Charges: Assessments against students to generally cover the cost of delivering specific services or for the privilege of using an auxiliary service or facility.

II. Categories of Fees

A. Morgan Community College uses these categories to describe fees under this plan:

1. Student Center Bond Fee
2. Instructional Fees including Course Specific and Program Fees
3. Student Fees
4. Use Fees including Administrative Fees Unrelated To A Specific Academic Course, Auxiliary Sales and Services, Miscellaneous Charges/Charge for Service
5. Sales and Services of Educational Activities

1. Student Center Bond Fee

The purpose of this fee is to pay the principal and interest on the Morgan Community College Series 1998 Bonds.

Student Center Bond Fee rates are approved by SBCCOE annually.

2. Instructional Fees

- Course Specific Fees: Mandatory fees associated with courses that help defray the cost of offering specific courses. These include but are not limited to: field trips, required materials fees for laboratory, music, art, career and technical, and physical education courses; uniforms and specialized equipment; testing fees required for completion of a course, malpractice insurance; digital textbooks; and high/medium cost fees.

- Program Fees: Mandatory fees associated with academic programs that help defray the costs of offering specific programs. These include, but are not limited to music, art, career and technical, and physical education programs; testing fees required for completion of a program; and malpractice insurance.

  Medium and High CIP Course Fee. In April 2013 the SBCCOE approved a revision of its Classification of Instructional Program (CIP) codes that are used to determine those courses that will be assessed a course fee. All courses offered by the CCCS are identified according to three categories based on costs of delivery: low or regular cost, medium cost, and high cost. In addition to these levels the SBCCOE has approved a separate rate for CISCO courses. A per credit hour course fee is charged to all medium and high cost courses

MEDIUM & HIGH COST COURSES

CIP #	Category/Field Title
1	Agriculture Business & Science
3	Conservation & Renewable Natural Resources
4	Architecture & Related Programs
10	Communication Technologies
11	Computer and Information Sciences
14	Engineering
15	Engineering-Related Technologies
23	` English Language
26	Biological Sciences & Life Sciences
27	Mathematics and Statistics
32	Basic Skills
40	Physical Sciences
41	Science Technologies
43	Protective Services
46	Construction Trades
47	Mechanics & Repairers
48	Precision Production Trades
49	Transportation & Material Movers
50	Visual & Performing Arts/Multi-Media
51	Health Professions & Related Services
52	Business Management & Admin Services (Small Business Management only)

Course specific and program fees are approved by SBCCOE annually. Refer to the most current MCC Class Schedule for a list of these fees.

3. Student Fees

Student Activity Fees: Mandatory fees associated with enrollment in the college and/or campus that are assessed for a specific purpose. These fees include, but are not limited to, student centers, athletics, student government, contract health services, and/or similar services and facilities; non-bonded parking fees; and any general fee, the revenue from which is appropriated by student government for a specific purpose.

Student Activity Fee rates are approved by SBCCOE annually.

4. Use Fees

- Administrative Fees Unrelated to a Specific Academic Course or Program: These are mandatory campus-wide fees charged to provide administrative services including, but not limited to, renewal and replacement equipment costs, technology fees, computer labs and printers, registration fees, satellite center fees, wireless access, and digital databases. Registration fees must be charged at all schools but may be waived at the college's discretion.

  Fee rates are approved by SBCCOE annually.

- Auxiliary Sales and Services: Charges to provide elective services such as housing and food service plans.

  MCC does not have housing or food service plans.

- Miscellaneous Charges/Charge for Service: Charges to cover the cost of delivering specific services which are incidental to the instructional activities, which include, but are not limited to, health insurance, matriculation, graduation and commencement, late registration, Accuplacer, optional materials fees, deferred payment, promissory notes, return check fees, and late tuition payment.

  Contact the college for a list of these charges.

5. Sales and Services of Educational Activities

Charges to provide elective services such as fitness center charges and fees for testing and other services that are non-mandatory or are strongly encouraged.

Contact the college for a list of these charges.

PART B--Required Approvals and Elections

Fee Policy

All fee rates must be approved annually by the Board. Each fee must be separately itemized on the student billing statement. Such itemization shall not be required for any academic course fee that is specifically listed in the course catalog. Any optional fees or charges that are automatically assessed unless the student chooses not to pay, except for health care fees, shall be refunded by the institution or organization that receives the fee, upon request, to any student who paid the fee. Such refund shall be available during the entire term in which the fee was paid.

Under certain circumstances outlined below, students are required to approve new fees and increases in existing fees. In all other circumstances, student approval is not required.

Student approval through a majority vote of the student body is required for these fee categories:

- Student Fees: A new student activity fee or an increase in an existing student activity fee (in excess of inflation only).

- Bond Fees: A new fee or fee increase (in excess of inflation only) assessed for the construction, renovation, and/or operation of auxiliary or academic facilities or operations.

Student Elections Concerning Fees

The president of Morgan Community College, or their designee, is responsible for administering all student elections concerning fees. The plan will include the form of notice of how students are informed of the amount of the new fee or fee increase, the reason for the fee assessment or increase, the purpose for which the institution will use revenues received from the fee assessment or increase, whether the fee assessment or increase is temporary (if temporary, repeal date must be specified) or permanent, the number of years that the fee will be imposed, and the effect of enrollment fluctuations. A simple majority of the votes cast determines the outcome of any student election.

Morgan Community College may conduct a student vote once each term. This election will be scheduled in consultation with student government and will be announced to the students at least thirty (30) days in advance.

The results of successful referendum elections are not subject to appeal and proceed directly to the SBCCOE for disposition. No new fee, fee increases, or fee extension that is defeated by a vote of the student body may be resubmitted for a student vote until the following regularly scheduled election. The college shall specify when its regularly scheduled election will be held.

The president of MCC is responsible for the administration of student fee monies, which includes the obligation to approve and administer all student elections concerning fees.

Review of Fee Fund Balances

Morgan Community College's budget staff, along with the organization manager, periodically reviews each fee fund throughout the fiscal year. These reviews include evaluation of revenue collection, review of expenditures, estimated fund balance, and appropriate use of fee revenues. Spending adjustments are typically made in the fall and spring of each year. College leadership is consulted if in review of fees there is an adjustment warranted or if there is a conflict with the institutional fee policy. The level of allowable fund balance for each fee area is determined by college leadership in light of the current financial situation of the college and/or unique circumstances of that particular fee's plans (ie saving for a piece of equipment, etc).

PART C – Morgan Community College Participation and Appeal Processes

Student participation in the development of fees occurs at two levels through recognized governance bodies. At the first level MCC's recognized student governance body, Student Government, is consulted by the MCC president or their designee(s). At the statewide level, students are consulted and participate in the fee process through the State Student Advisory Council. The SSAC is advised by a CCCS staff member. Additionally, the SSAC chair sits on the State Board for Community Colleges and Occupational Education as provided by Board Policy 4-25 and Colorado Revised Statute 23-60-104.

Campus Student Participation and Appeal Process

The Student Government is consulted by the administration about the fees enumerated above on a routine basis.

1. The administration of Morgan Community College will consult with elected representatives of its Student Government once in the fall term to review the current year's fees and again in the spring term prior to submission of student fees for the next fiscal year to SBCCOE. Specific dates will be established by the administration in line with the dates contained in this policy and the timetable for final SBCCOE action on all student fees.

2. It is the responsibility of the Student Government each fall term to notify the president of the college of the names of no more than three (3) students who also are members of Student Government. These individuals will serve as representatives to the college's internal fee allocation process. Students who are not members in good standing of Student Government will not be allowed to serve.

3. It is the responsibility of the administration to provide a copy of this policy, any subsequent revisions thereto, and target dates for the internal fee allocation process to the representatives identified in #2 by November 15 each year.

4. Morgan Community College's student fee request must be submitted to CCCS in early Spring each year. Accordingly, sufficient time should be earmarked for consultation between administration and students to meet this deadline. All existing fees will be submitted to CCCS unless a specific exception is made by the system Vice President for Finance. New and increased fees must include a rationale and an accompanying statement documenting the purposes to which the additional revenue will be applied.

5. In the event student representatives to the internal fee process do not agree with elements of the administration's final fee proposal, both parties will commit to seeking informal resolution.

6. If informal resolution to the issue or issues identified in #5 does not occur, the president of Student Government may file a written appeal with the college president by February 1 or the working day closest thereto. A written appeal will state the substantive grounds for the appeal. Any appeals filed after this date will not be considered.

7. The college president will respond to the written appeal within five (5) working days. The president's written response will include rationale for either accepting or denying the written appeal.

8. Within five (5) working days, by a majority of the membership of Student Government, the Student Government may reject the college president's response. If a majority is not attained or if the Student Government fails to take action, the college president's response is final and no further appeals on the same issue are possible.

9. If the Student Government rejects the college president's response, the president of Student Government may file a written appeal with the advisor to the State Student Advisory Council within three (3) working days, as provided in the next section.

10. The administration and the Student Government may waive the appeal time lines by mutual consent.

SBCCOE Participation and Appeal Process

The SBCCOE will approve all student fees across the system prior to their implementation. The procedures above provide a mechanism for students to participate in the process of establishing fees, including the opportunity for the students and student representatives to address the Board during discussion and action of student fee proposals.

It is the responsibility of the administration to provide the president of Student Government with the final action taken by SBCCOE on student fees after the Board meeting in which student fees are approved. It is the responsibility of the president of the Student Government to inform members of the Student Government and other students of the final SBCCOE action on student fees.

The Morgan Community College Institutional Fee Plan is available on the MCC web site.