



SUNY BROCKPORT

Vice President for Administration and Finance

September 5, 2007

(Revised September 6, 2007)

TO: SUNY College at Brockport Faculty
FROM: Lou Spiro, Vice President for Administration & Finance
SUBJECT: Unauthorized Course Fees/Miscellaneous Charges

In light of several recent key administrative changes and in an effort to assist new faculty members with their transition to the SUNY system, I would like to take this opportunity to reiterate SUNY policy concerning course-related fees.

University System policy (Document 7804, "Fees, Rentals and Other Charges") outlines the creation and use of student related fees. The policy states that the Chancellor or his/her designee (only) has the authority to establish a reasonable fee representing "special course supplies and materials where the student retains an end product from the coursework...or in courses where a special service is provided or that entail extraordinary costs".

Individual faculty members do not have the authority to create, assess and/or collect any course-related fees from a student. All requests for course-related fees must initially be submitted through the department to the Dean. The Dean will then forward the proposal to the Provost for consideration. Upon approval of the Provost, I will forward the fee recommendation to the SUNY Vice Chancellor for Business & Finance for final review. Once written approval is received from SUNY, I will inform the Director of Student Accounts and the Director of Registration & Records. It is important to note that the deadlines for submitting course-related fee requests through your department to your Dean are February 1 for charges effective with the fall term, July 1 for charges effective with the spring term, and November 1 for charges effective with the summer term.

The SUNY College at Brockport Office of Student Accounts is responsible for the collection of all student tuition and fee payments. In order to remain compliant with state and federal policies and to ensure accurate reporting of fee revenue, all educationally-related charges must be assessed to the student's SUNY Brockport account. All student payments will be processed by the Office of Student Accounts. **Under no circumstances should a faculty member assess or collect course-related or college-related funds from a student.**

I appreciate the opportunity to clarify these policies, and look forward to working with you to ensure the merging of SUNY fiscal and educational policies is as seamless as possible for our students. If you have any questions, please feel free to contact me.

CC: Provost Anne Huot
Dean Stuart Appelle
Dean Christine Murray
Dean Frank Short
Dean Susan Stites-Doe