



Form 1: Presentation Checklist

Policy Review - Approval Process for Fees - A-30-2

Name: _____

Date: _____

Department: _____

COCC Contact Information: _____

Use the instructions for this document to complete your presentation checklist; then e-mail your completed presentation checklist (*not* the instructions) to the Academic Affairs chair by his or her specified deadline. **Please note:** If an item listed is not relevant to your specific presentation to Academic Affairs, please mark as **N/A**. Use as many pages as necessary.

PROPOSAL OVERVIEW

Policy edits for refined course fee approval and review process under academic policy A-30-2.

TYPE OF AGENDA ITEM

- Information Item (requires approval of AA Chair)
- Action Item
 - Information and committee feedback
 - Procedure—revision (Attach current procedure with proposed changes illustrated with track changes)
 - Procedure—new (Identify suggested location in *GPM*)
 - Policy—revision (Attach current policy with proposed changes illustrated with track changes)
 - Policy—new (Identify suggested location in *GPM*)
 - New academic program (Complete only items #1 and #2 on this form and attach stage 2 document.)
 - Other: _____

BUDGET

NA

INSTRUCTIONAL REQUIREMENTS

NA

OPERATIONAL NEEDS, CURRENT AND FUTURE

STUDENT IMPACT

Added transparency for students regarding how course fees are established and what fees cover.

ANTICIPATED IMPLEMENTATION TIMELINE

Policy approval by end of Spring term 2026 with implementation of process in Fall 2026.

G-30-20 Policy Statement on Fees

Approved: 9/13/2017; Revised: 1/29/2026; Draft Revision 3/12/2026

Institutional Fees:

The intent of COCC institutional fees is to partially cover the cost of providing specific materials, activities, and services that enhance the student experience. Institutional fees are any fees other than course or program fees and fall into two categories:

Direct Institutional Fees: The fee is directed to a specific service or tangible good, and fee revenue is returned directly to the department coordinating the service. Examples include student activity fees, green energy fees, and Mazama Gym fees.

Indirect Institutional Fees: The fee is dedicated to a specific service but is applied to the College's general fund as a means of covering a portion of the cost. Examples include technology fees, application fees, transcript fees, late registration fees, and late payment fees.

Course and Program Fees:

The intent of course and program fees is to offset costs related to providing required materials, consumable supplies, equipment maintenance and support, depreciation, equipment and room rental, travel, software, and licensure/certification costs for a course, set of courses, or a program. A course or program fee may also be assessed for instructional activities that carry extraordinary administrative, instructional, or accreditation requirements resulting in higher-than-normal expenses.

Inclusive access fees, by contrast, are limited exclusively to required digital instructional materials that are provided to students on or before the first day of class through an institutionally coordinated access program and may not be used to support general instructional, operational, or programmatic costs.

A-30-2 Approval Process for Fees

Institutional Fees:

Institutional fees may be initiated by any of the following three means: student elections (see ASCOCC Constitution for details); student referendum (see ASCOCC Constitution for details); or by College employees. Institutional fees approved via a student election or referendum shall be direct recommendations to the COCC Board of Directors. All other institutional fees (either new or changes to existing fees) may first be reviewed for input by the COCC College Affairs Committee, as well as other campus committees, task forces, and departments as appropriate to each fee, and as possible. Feedback from stakeholder groups shall be presented by the President (or designee), along with a formal proposal, to the COCC Board of Directors.

The COCC Board of Directors has sole authority to approve increases or decreases to institutional fees, including the fee amount and any applicable credit limits, when such action is determined to be in the best interest of students and the College.

Course and Program Fees:

Course and program fees are established based on actual costs, with students sharing responsibility for those costs. Fee structures will reflect differences in program expenses and are determined in accordance with criteria and guidance established by the College. For additional information, contact the Office of Academic Affairs for details.

Annually, the vice president of finance and operations, in collaboration with college leadership, will provide guidance and establish benchmark criteria to evaluate course and program fees. Fiscal Services will prepare an annual report that identifies existing course and program fees and the related costs for evaluation. Using benchmark criteria and annual report, faculty, program directors, department chairs, and instructional deans will evaluate existing fees and provide recommendations for fee changes and new fees to the vice president of academic affairs and the vice president of finance and operations.

Following administrative review, the vice president of academic affairs will present all fee requests as well as recommended fee changes and additions to the Academic Affairs Committee for approval. The Academic Affairs Committee shall then provide documentation to the Office of the President for formal signature approval of course and program fee changes and shall provide fee approval details to the College Affairs Committee as an informational item. Upon formal approval, the Office of the President shall notify the original requester, the instructional dean, the academic affairs coordinator, and the appropriate department administrative assistant and instructional specialist.

To support student transparency and financial planning, the College shall annually publish an updated list of course and program fees on the Admissions & Records website by the end of Spring term. All newly approved or adjusted fees shall take effect at the beginning of Fall term.

If a course or program fee must be implemented or adjusted outside of the annual review and implementation cycle, approval from the vice president of academic affairs is required. Upon such approval, a proposal will be submitted to the Academic Affairs Committee and the process will proceed as indicated per this policy.