

BOARD OF REGENTS  
BRIEFING PAPER  
*Handbook Revision, Transcript Fees*

**BACKGROUND & POLICY CONTEXT OF ISSUE:**

Board policy requires that student fees of any dollar amount require Board approval (*Title 4, Chapter 17, Section 16*). Under current practice the transcript fees have not received Board approval and fall outside of the definition of student fees. Therefore, to clarify the policy and prevent an audit finding in the future, staff recommends that the policy regarding student fees be amended to align with current practice providing that such fees do not require Board approval and may be for a dollar amount that does not exceed the cost of producing the transcript plus postage.

**SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:**

Amend *Title 4, Chapter 17, Section 16* to provide that transcript fees do not require Board approval and may only be in an amount that covers to cost of production plus postage, including postage for expedited delivery. The cost of production may include salary and other employee costs associated with production. (See attached Policy Proposal.)

**IMPETUS (WHY NOW?):**

The policy amendment is brought forward following a recent review of the policy by staff.

**BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:**

The proposal aligns with current practice and will clarify the policy for audit purposes. In addition, the proposal makes clear that the transcript fee may not exceed the cost of producing the transcript plus any postage.

**POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:**

None have been brought forward.

**ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:**

Maintain the policy as written without an exception for transcript fees and require institutions to bring forward transcript fees for Board approval with other fees.

**COMPLIANCE WITH BOARD POLICY:**

- Consistent With Current Board Policy: Title #\_\_\_\_ Chapter #\_\_\_\_ Section #\_\_\_\_  
 Amends Current Board Policy: Title 4, Chapter 17, Section 16  
 Amends Current Procedures & Guidelines Manual: Chapter #\_\_\_\_ Section #\_\_\_\_  
 Other: \_\_\_\_\_  
 Fiscal Impact: Yes\_\_\_\_ No X\_\_\_\_  
Explain: *The proposed policy aligns the Board's policy with current practice and therefore has no fiscal impact.*

**POLICY PROPOSAL**  
**TITLE 4, CHAPTER 17, SECTION 16**  
Student Fees

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

**Section 16. Student Fees**

- 1. It is the policy of the Board of Regents that Student Fees exist only in cases of additional administrative or other service costs incurred by the institution for a necessary student activity or requirement that are not specific to one course or type of course. Student Fees may be assessed to provide services to the students for (a) special events or activities (e.g., graduation), (b) special services provided by the institution (e.g., personal/group counseling including psychological and testing, substance abuse counseling, health services, international student services), (c) third party pass-through charges (e.g., test administration or contracted health services), (d) special general instructional requirements (e.g. thesis fee). Funds generated from Student Fees may be spent on the intended purpose only. Mandatory fees required of all students or all students in a particular group, regardless of dollar amount, shall be reviewed and approved by the Board of Regents.*
  
- 2. Transcript fees do not require Board approval and shall be in an amount that does not exceed the cost of producing the transcript plus postage, including costs for expedited delivery. The cost of production may include salary and other employee costs associated with production.*