

**Missouri State University  
Fees No.  
2018-2019 Fee Schedule  
Board Resolution**

**Springfield Campus**

**WHEREAS**, Missouri State University's Springfield campus's permitted increase for Missouri resident undergraduate full time students for the 2018-19 academic year is 2.1% under the terms of the Higher Education Student Funding Act; and

**WHEREAS**, legislative leaders have indicated that the General Assembly will pass a budget that maintains public universities' operating appropriations at the fiscal year 2018 funding level if tuition increases for Missouri resident undergraduate full time students are held to one percent;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF GOVERNORS OF MISSOURI STATE UNIVERSITY AS FOLLOWS:**

The Board of Governors adopts the following fee schedule for the Springfield Campus, effective July 1, 2018 subject to the following:

Missouri State University Springfield campus will waive collecting \$2.00 of the \$4.00 per credit hour increase for Missouri resident undergraduate students and will waive collecting \$8.00 of the \$13.00 per semester increase for student fees, which will result in an increase of 1% for Missouri resident undergraduate full time students for the 2018-19 academic year under the terms of the Higher Education Student Funding Act, provided both of the following conditions are met for the 2018-19 academic year:

- The Truly Agreed and Finally Passed FY2019 operating appropriation for the Missouri State University System equals \$83,401,060; and
- Missouri State University receives the full appropriation less the traditional 3% withholding.

Should the Truly Agreed and Finally Passed FY2019 operating appropriation for the Missouri State University System be less than \$83,401,060 or if there are additional appropriation withholdings during FY2019 above the traditional 3% withholding level, Missouri State University will reinstate and collect the \$2.00 credit hour increase for Missouri resident undergraduate students that was waived and collect the \$8.00 per semester increase for student fees that was also waived.

**Delegation of Responsibility**

The Board of Governors delegates the responsibility for negotiating charges for on- and off- campus use of the Plaster Student Union, Juanita K. Hammons Hall for the Performing Arts, JQH Arena, Hammons Student Center, Plaster Sports Complex, Bill R. Foster and Family Recreation Center and other University facilities to the Vice President with administrative responsibility for each facility.

**BE IT FURTHER RESOLVED**, understanding that unanticipated circumstances may require immediate action, and to be able to respond efficiently as necessary in the judgment of the President, that the President of the University is hereby authorized to establish and implement additional fees, or make appropriate modifications to the fees as set forth here, except for "Required Student Fees," and that such fees will be immediately effective upon action by the President, but will be reported to the Board at the next meeting of the Board by either the President or the Chief Financial Officer.

**BE IT FURTHER RESOLVED** that previous actions by the Board of Governors covered in this schedule of student fees and deposits be modified accordingly, the Board of Governors reserves its discretion to further modify fees and charges as it determines necessary and appropriate.

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Carrie Tergin  
Chair of the Board

Passed at the meeting of April 18, 2018

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Kristan E. Gochenauer, Secretary

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**Springfield Campus Required Student Fees**

**Tuition (Fall 2018, Spring 2019, and Summer 2019)\***

	<b>Missouri Resident</b>	<b>Non-Missouri Resident</b>
<b>Regular Instruction (per credit hour)</b>		
Courses numbered 1-599	\$214.00	\$477.00
Courses numbered 600-999 (not listed below)	\$279.00	\$561.00
<b>College of Health and Human Services</b>		
All ANE Courses – 700-899	\$304.00	\$304.00
All ATC Courses – 600-799	\$309.00	\$591.00
All BMS Courses – 600-799		
All CSD Courses – 600-999		
All DTN Courses – 700-799		
All NUR Courses – 700-999		
All OTE Courses – 600-799		
All PAS Courses – 600-799		
All PTE Courses – 700-899		
<b>Internet-Based Instruction (per credit hour)</b>		
Internet-Based Instruction (per credit hour) All courses not listed below	\$295.00	\$295.00
<b>College of Health and Human Services</b>		
All ANE Courses – 700-899	\$320.00	\$320.00
All ATC Courses – 600-799	\$325.00	\$325.00
All BMS Courses – 600-799		
All CSD Courses – 600-999		
All DTN Courses – 700-799		
All NUR Courses – 700-999		
All OTE Courses – 600-799		
All PAS Courses – 600-799		
All PTE Courses – 700-899		
Master of Science in Computer Information Systems** CIS 660, 732, 734, 736, 738, 740, 742, 744, 746, 747, 748, 750, 752, 754, 756, 765	\$430.00	\$430.00

\*See Exceptions to the Tuition Schedule below.

\*\*Courses specifically listed in the Graduate Catalog as applicable to the program requirements for the Master of Science in Computer Information Systems programs will be assessed at the Master of Science in Computer Information Systems rate when taken for degree credit in the Master of Science in Computer Information Systems program, but will not be assessed the graduate-level College of Business Additional Per Credit Hour fee.

	<b>Missouri Resident</b>	<b>Non-Missouri Resident</b>
<b>Courses offered at BearNet locations other than Springfield (including ITV Instruction) (per credit hour)</b>		
BearNet sites are approved by the Associate Provost for Access and Outreach. Missouri locations: Camdenton, Cassville, Hollister, Joplin, Kansas City, Lebanon, Mountain Grove, Neosho, Nevada, Nixa, Waynesville, West Plains; Oklahoma locations: El Reno, Miami		
Courses numbered 1-599	\$214.00	\$214.00
Courses numbered 600-999	\$279.00	\$279.00
EDD Courses numbered 900-999		Based on MU rate
<b>Courses offered via Web Conference</b>		
Courses numbered 1-599	\$214.00	\$214.00
Courses numbered 600-999	\$279.00	\$279.00
EDD Courses numbered 900-999		Based on MU rate

### Student Services Fees (assessed in addition to Tuition)

Student Services Fees are based on the total credit hours for which a student enrolls, excluding the credit hours associated with the following:

- Sections identified as Intersession, iCourses, and Internet
- Sections taught in any location other than the Springfield campus
- Sections scheduled to meet on the Springfield campus fewer than four times

### Fall 2018 and Spring 2019

	Credit Hours						
	1 hr	2 hrs	3 hrs	4 hrs	5 hrs	6 hrs	7 hrs or more
<b>Student Initiatives</b>							
Capital Projects – Wyrick	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Student Art Gallery	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Student Involvement	7.00	10.00	13.00	16.00	19.00	22.00	25.00
Student Security	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Centennial Leaders	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Student Government Association	1.00	1.00	1.00	1.00	1.00	1.00	1.00
<b>Student Initiatives Excluded Under the Higher Education Student Funding Act (SB 389)</b>							
Bill R. Foster and Family Recreation Center *	30.00	38.00	46.00	54.00	62.00	70.00	80.00
Student Initiative Fund	3.00	3.00	3.00	3.00	3.00	3.00	3.00
Sustainability Fee	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Flu Shot & Services Fee	2.00	2.00	2.00	2.00	2.00	2.00	2.00
B.E.A.R. Fee	19.00	24.00	29.00	34.00	39.00	44.00	50.00
Capital Improvement Fee Health Center**	11.00	14.00	17.00	20.00	23.00	26.00	29.00
<b>Equipment &amp; Facilities</b>							
Operating & Designated Funds							
Computer Usage	15.28	21.83	27.94	34.05	40.60	46.72	65.45
JK Hammons Hall for the Performing Arts	0.25	0.36	0.45	0.55	0.66	0.76	1.06
Educational Fee	12.00	15.00	19.00	22.00	25.00	29.00	32.00
<b>Auxiliary System Funds</b>							
Auxiliary System Operational Fee**	63.47	84.81	104.61	125.40	145.74	166.52	213.49
<b>Total</b>	<b>178.00</b>	<b>228.00</b>	<b>277.00</b>	<b>326.00</b>	<b>375.00</b>	<b>425.00</b>	<b>516.00</b>

\*Each semester, upon initial use of the Bill R. Foster and Family Recreation Center, students who have not been assessed the full amount of the Bill R. Foster Recreation Center Fee for that semester will be assessed the difference.

\*\*Each semester, upon initial use of the Health and Wellness Center services, students who have not been assessed the full amount of the Health Center Fee that is included in the Auxiliary System Operational Fee and the Capital Improvement Fee for the Health Center included in the Student Initiatives section for that semester will be assessed the difference.

**Summer 2019**

	<b>Credit Hours</b>			
	<b>1 hr</b>	<b>2 hrs</b>	<b>3 hrs</b>	<b>4 hrs or more</b>
<b>Student Initiatives</b>				
Capital Projects - Wyrick	3.00	3.00	3.00	3.00
Student Art Gallery	0.00	0.00	0.00	0.00
Student Involvement	7.00	10.00	13.00	16.00
Student Security	5.00	5.00	5.00	5.00
Centennial Leaders	3.00	3.00	3.00	3.00
Student Government Association	0.00	0.00	0.00	0.00
<b>Student Initiatives Excluded Under SB 389</b>				
Bill R. Foster and Family Recreation Center *	17.00	27.00	35.00	45.00
Student Initiative Fund	0.00	0.00	0.00	0.00
Sustainability Fee	0.00	0.00	0.00	0.00
Flu Shot & Services Fee	2.00	2.00	2.00	2.00
B.E.A.R. Fee	0.00	0.00	0.00	0.00
Capital Improvement Fee - Health Center**	5.00	6.00	8.00	10.00
<b>Equipment &amp; Facilities</b>				
Operating – Designated				
Computer Usage	7.85	12.24	16.63	20.99
JK Hammons Hall for the Performing Arts	0.17	0.27	0.37	0.46
Educational Fee	10.00	14.00	18.00	21.00
<b>Auxiliary System</b>				
Auxiliary Operational Fee**	55.98	76.49	98.00	121.55
<b>Total</b>	<b>116.00</b>	<b>159.00</b>	<b>202.00</b>	<b>248.00</b>

\*Each semester, upon initial use of the Bill R. Foster and Family Recreation Center, students who have not been assessed the full amount of the Bill R. Foster Recreation Center Fee for that semester will be assessed the difference.

\*\*Each semester, upon initial use of the Health and Wellness Center services, students who have not been assessed the full amount of the Health Center Fee that is included in the Auxiliary System Operational Fee and the Capital Improvement Fee for the Health Center included in the Student Initiatives section for that semester will be assessed the difference.

**Scope of the Required Student Fees Schedule**

All fees assessed must be paid in full by specified fee deadlines; otherwise, a student’s future registration may be canceled. Courses audited count in the same way as courses taken for credit in determining fees. *The required student fee schedule is subject to revision by the Board of Governors without notice.*

**Exceptions to the Required Student Fees Schedule**

The Provost or designee has the authority to approve exceptions to the above required student fee schedule for specific course sections. These exceptions will generally be made for sections of courses that do not require students to come to the campus for more than a short period of time.

**Fee Exchange for Section Changes after the Change of Schedule Period**

Students may drop a section and add a different section of the same course during the same part of term and receive an even exchange of fees provided the section add and drop were processed during the same transaction. Students who drop and add a section of the same course but in a different part of term do not qualify for this fee exchange. Students who drop a special topics course and add the same course but with a different topic do not qualify for this fee exchange.

## Exceptions to the Tuition Schedule

	<b>Missouri Residents</b>	<b>Non-Missouri Residents</b>
<b>Per Credit Hour</b>		
High School Dual Credit	\$ 70.00	\$ 70.00
AGE 728, 738	\$175.00	\$175.00
EDD (Educ Leadership) 900 level courses (a)	Based on MU rates	
eMINTS (b)	\$100.00	\$100.00
R-12 enrollees in SFR 791/Step-Up (c)	\$ 45.00	\$ 45.00
R-12 enrollees in SFR 792 (d)	See note	
EGR 100, 200, 201, 300, 301, 400, 401, 500, 501 (e)	Based on MO S&T rates	
Study Away (f)	See note	
<b>Flat fee in place of per credit hour</b>		
GEN 598 and GEN 798	\$ 75.00	\$ 75.00
MIL 225 and MIL 325	\$ 150.00	\$ 150.00
MS to DNAP courses, Sections 895 (g)	\$2,700.00	\$2,700.00

(a) Courses at the 900 level with the EDD prefix will be assessed a fee based upon the University of Missouri graduate course per credit hour fee.

(b) Reduced fees are charged for the eMINTS (enhancing Missouri's Institutional Networked Teaching Strategies) program since it is cooperatively provided with DESE, resulting in reduced instructional costs.

(c) R-12 beginning teachers receiving graduate credit in the Step-Up program are eligible for this rate.

(d) Springfield R-12 teachers participating in the Missouri State University Partnership Fee Waiver program may enter into an agreement with the university whereby, in exchange for a fee waiver for the SFR 792 basic course fee for up to two (2) hours, these teachers will work in cooperation with the Department of Reading, Foundations, and Technology serving as on-site student teacher mentors in the Springfield R-12 School System.

(e) Enrollment tracking courses for students in the cooperative engineering program will be assessed tuition based upon the Missouri University of Science & Technology tuition, information technology, and engineering supplemental fees.

(f) For Study Away courses or exchanges administered by MSU, tuition will be assessed at the Missouri resident rate for both residents and non-residents. This does not apply to students registered in courses administered by affiliate program providers. (Additional program fees will be assessed.)

(g) For students admitted into the MS to DNAP completion program (coded NAPM-DNAP) Summer 2017 or later, tuition and fees will be assessed at the Flat Fee rate of \$2,700 for each three-credit course (\$900 per credit hour). This applies to Sections 895 of ANE 800, 803, 806, 807, 810, 897, 898; ECO 604 or alternate; PHI 613 or alternate. The Flat Fee includes tuition and program fees. It does not include application fees, books, parking, travel, or housing.



**Other Enrollment Fees\***

	<b>Missouri Residents</b>	<b>Non-Missouri Residents</b>
<b>College of Arts and Letters</b>		
Additional Per Credit Hour Fee Media, Journalism, and Film Production-Intensive courses: JRN 384, JRN 388, JRN 478, JRN 481, JRN 493, JRN 592, MED 130, MED 290, MED 361, MED 365, MED 382, MED 383, MED 390, MED 461, MED 462, MED 465, MED 466, MED 472, MED 490, MED 493, MED 498, MED 561, MED 562, MED 583, MED 762, MED 793 (applies to Internet-Based Instruction as well)	\$ 25.00	\$ 25.00
Additional Per Credit Hour Fee All MUS Courses – 000–799 (except MUS 107, 108, 149, 151, 152, 153, 155, 156, 157, 158, 159, 160, 207, 208, 249, 251, 252, 253, 255, 256, 257, 258, 259, 260, 298, 307, 308, 349, 351, 352, 353, 355, 356, 357, 358, 359, 360, 398, 407, 449, 451, 452, 453, 455, 456, 457, 458, 459, 460, 488, 494, 496, 498, 499, 649, 651, 652, 653, 655, 656, 657, 660, 749, 751, 752, 753, 755, 756, 757, 760, 798) (applies to Internet-Based Instruction as well)	\$ 15.00	\$ 15.00
Additional Per Credit Hour Fee All ART, DES and MST Courses – 000-799 (except ART 360, 366, 374, 377, 378, 381, 382, 385, 386, 387, 388, 390, 399, 401, 407, 469, 472, 474, 475, 478, 479, 480, 483, 484, 485, 490, 491, 492, 494, 495, 496, 497, 598, 672, 675, 678, 680, 684, 685, 692, 698, 760, 783, 794, 795 and MST 495, 501) (applies to Internet-Based Instruction as well)	\$ 25.00	\$ 25.00
<b>Undergraduate-level College of Business</b>		
Additional Per Credit Hour Fee All COB courses – 200-599 (applies to Internet-Based Instruction as well)	\$ 40.00	\$ 40.00
<b>Graduate-level College of Business</b>		
Additional Per Credit Hour Fee All ACC and CIS** - 601-799 All BUS, FIN, INS, LAW, MGT, MKT, QBA, TCM – 600-799 (applies to Internet-Based Instruction as well – see exception**)	\$ 45.00	\$ 45.00
<b>College of Natural and Applied Sciences</b>		
Additional Per Credit Hour Fee All AST, BIO, CHM, CSC, GEO, GLG, GRY, HSP, MAT, MTH, PHY, PLN, and SCI Courses 000-199 (except MTH 101, MTH 103, and MTH 107) (applies to Internet-Based Instruction as well)	\$ 15.00	\$ 15.00
Additional Per Credit Hour Fee All AST, BIO, CHM, CSC, GEO, GLG, GRY, HSP, MAT, MTH, PHY, PLN, and SCI Courses 200-599 (except MTH 493, MTH 494, MTH 496, SCI 493, SCI 494, SCI 499) (applies to Internet –Based Instruction as well)	\$ 30.00	\$30.00

\*Other enrollment fees will not be assessed for sections identified as Dual Credit/High School.

\*\*Courses taken for degree credit in the Master of Science in Computer Information Systems program are not assessed the graduate-level College of Business Additional Per Credit Hour fee.

**Supplemental Course Fees**

Supplemental course fees may be assessed on individual courses to cover the cost of specialized supplies, equipment, or services for instructional purposes that are provided by the University to all students enrolled in the course and are in addition to routine instructional expenses. The listing of supplemental course fees in Appendix A will be identified in the catalog and class schedule and will be assessed at the time of registration. Supplemental course fees will not be assessed for sections identified as Dual Credit/High School. The Provost shall be authorized to approve additional supplemental course fees needed for selected courses during the year.

**Digital Course Materials**

Some courses require access to digital course materials. A charge for access to these materials will be applied to the student’s account.

**Program Fees**

A program fee will be assessed to cover the additional costs required for faculty, equipment, facilities, clinical instruction, and supervision for selected programs. This fee is in addition to the applicable tuition, additional per-credit-hour fees, supplemental course/section fees, and student services fees.

**College of Health and Human Services**

Program	Effective Term	Fee		
		Enrolled 1 to 3 Credit Hours	Enrolled 4 to 6 Credit hours	Enrolled 7 or more Credit Hours
Doctor of Nurse Anesthesia Practice MS to DNAP (NAPM-DNAP code) and BS to DNAP (NAPB-DNAP code).	All students admitted in the MS to DNAP (NAPM-DNAP program code) and BS to DNAP (NAPB-DNAP code) Program prior to Summer 2017; fee assessed each fall, spring, and summer of enrollment	\$ 833.00	\$1,666.00	\$2,500.00
Doctor of Nurse Anesthesia Practice BS to DNAP (NAPB-DNAP code)	All students who matriculate into the BS to DNAP Program Summer 2017 and beyond; fee assessed each fall, spring, and summer of enrollment.	N/A	N/A	\$3,500.00
Master of Science in Physician Assistant Studies	All students admitted to program, fee assessed each fall, spring, and summer of enrollment	\$2,400.00	\$2,400.00	\$2,400.00
Doctor of Physical Therapy	All students admitted to program summer 2017 and beyond, fee assessed each fall, spring, and summer of enrollment	N/A	N/A	\$ 750.00
Master of Science in Athletic Training (MSAT)	All students admitted to program fall 2018 and beyond, fee assessed each fall and spring of enrollment	\$ 250.00	\$ 250.00	\$ 250.00
Master of Athletic Training (MATC)	All students admitted to program fall 2018 and beyond, fee assessed each fall, spring, and summer of enrollment	\$ 250.00	\$ 250.00	\$ 250.00

## College of Education

### **Bear POWER (Promoting Opportunities for Work, Education and Resilience) Fee**

A fee of \$4,035.00 per semester will be charged to participants. This fee is in addition to other costs for tuition, room and board, and other incidentals.

### **Confirmation Fees/Deposits**

Students offered admission to the College of Health and Human Services Graduate Health Programs (Doctorates in Physical Therapy, Nursing Practice, and Nurse Anesthesia Practice; Master of Science in Physician Assistant Studies, Master of Occupational Therapy and the Dietetic Internship Graduate Certificate Program) will be required to pay a non-refundable confirmation deposit of \$500.00 by the deadline specified by their program to reserve their place in the program. The deposit will be applied toward tuition for the first semester of enrollment following the end of the first week of that semester. Students who do not enroll will forfeit the deposit.

Students offered admission to the Bachelor of Science in Nursing (Comprehensive, Generic, 4-year program) will be required to pay a non-refundable confirmation deposit of \$100.00 by the deadline specified by their program to reserve their place in the program. The deposit will be applied toward tuition for the first semester of enrollment following the end of the first week of that semester. Students who do not enroll will forfeit the deposit.

### **Nursing Clinical Makeup Supervision Fee**

Bachelor of Science in Nursing (BSN) students will be charged a fee of \$25.00 per contact hour for faculty supervision of makeup clinical time. Clinical time refers to any clinical experiences that require faculty supervision of students.

### **Program Application Fees**

A program application fee of \$50.00 will be charged for each of these programs: the Bachelor of Science in Nursing, the Master of Science in Nursing, and the Doctor of Nursing Practice. This is in addition to the University Application for Admission fee.

### **Out-of-State and Non-Resident Fees**

For purposes of scholarships, waivers and other forms of financial aid, the difference between the amount charged to a Missouri Resident and the amount charged to a Non-Missouri Resident is referred to as “out-of-state fees,” “out-of-state tuition,” or “non-resident fees.”

## **Required Student Fees Refund Schedules - Refunds of Tuition and Other Enrollment Fees**

### **Refunds for Full Semester-Length Classes (Fall and Spring)**

If a student drops or withdraws from a full semester-length class, the refund shall be as follows:	
On or before the fifth day of the semester	100%
Days 6 through 10 of the semester	75%
Days 11 through 20 of the semester	50%
Days 21 through 40 of the semester	25%
After the 40 <sup>th</sup> day of the semester	No refund

### **Refunds for Block Classes (Fall and Spring)**

If a student drops or withdraws from a block class (first block or second block), the refund shall be as follows:	
On or before the fifth day of the block	100%
Days 6 through 10 of the block	75%
Days 11 through 14 of the block	50%
Days 15 through 20 of the block	25%
After the 20 <sup>th</sup> day of the block	No refund

**Refunds for Summer Classes**

If a student drops or withdraws from a session 1 (8 weeks) summer class, the refund shall be as follows:	
On or before the fifth day of the semester	100%
Days 6 through 10 of the semester	75%
Days 11 through 14 of the semester	50%
Days 15 through 20 of the semester	25%
After the 20 <sup>th</sup> day of the semester	No refund
If a student drops or withdraws from a session 2 or 4 (4 weeks) summer class, the refund shall be as follows:	
On or before the first day of the term	100%
Days 2 and 3 of the term	75%
Days 4 and 5 of the term	50%
Days 6 through 10 of the term	25%
After the 10 <sup>th</sup> day of the term	No refund
If a student drops or withdraws from a session 3 (5 weeks) summer class, the refund shall be as follows:	
On or before the second day of the term	100%
Day 3 of the term	75%
Days 4 through 6 of the term	50%
Days 7 through 12 of the term	25%
After the 12 <sup>th</sup> day of the term	No refund

**Refunds for Classes with a term\* of 19 days or less (including Intersession)**

The refund for courses with a term\* of 19 days or less (including Intersession) is 100% if the class is dropped by the end of the first day of the term, except if the term is a one day term. After the first day of the term, refunds are made on the basis of the number of days in the term per the following schedule:

Number of Days in Term	100%	75%	50%	25%
1	Prior to day 1	n/a	n/a	n/a
2	1	n/a	n/a	n/a
3	1	2	n/a	n/a
4	1	2	n/a	3
5	1	2	3	4
6	1	2	3	4
7	1	2	3	4
8	1	2	3	4
9	1	2	3	5
10	1	2	3	5
11	1	2	3	6
12	1	2	4	7
13	1	2	4	7
14	1	2	4	8
15	1	2	4	8
16	1	2	5	9
17	1	3	5	9
18	1	3	5	10
19	1	3	5	10

**Refunds for Classes with a term\* of 20 days or more (except for standard sessions listed above):**

The refund for classes with a term\* of 20 days or more is 100% if the class is dropped before the end of the second day of the term (even if the class does not meet on the second day of the term). Additional refund periods are proportionate to the refund periods described above for full semester classes. Refund deadlines are calculated as follows:

- 75% refund = 0.133 times the length of term
- 50% refund = 0.267 times the length of term
- 25% refund = 0.533 times the length of term

Standard rounding rules apply (e.g., the 75% refund deadline for a 25-day term is  $0.133 \times 25$  or 3.325, which will be rounded down to day 3; the 50% refund deadline for a 25-day term is  $0.267 \times 25$  or 6.675, which will be rounded up to day 7). The Office of the Registrar maintains refund deadline dates for each class length.

\*For classes that are not full semester or block classes, refunds are based on the 'length of term.' For those classes, the 'term' begins with the start date of the class and ends with the end date. The length of term is the number of days in that period, including the start and end date but excluding weekends and holidays when classes are not in session.

**Student Services Fee Refunds**

One hundred percent (100%) of Student Services Fees will be refunded for full semester, first block and second block classes dropped on or before the fifth day of the semester; for classes with a duration of 19 days or less dropped on or before the first day of the term; for classes with a duration of 20 days or more (but not first block, second block or full semester) dropped on or before the second day of the term.

For classes dropped outside the above deadlines, student services fees are recalculated based on the credit hours in which a student remains, plus the percentage of the dropped credit hours for which the student remains liable (liability is based on the tuition refund percentage period in place at the time of the drop).

Example 1: Student originally enrolls for the fall semester in 12 on-campus credit hours and is assessed full student services fees (i.e., the amount for seven or more credit hours). During the 50% refund period, the student drops six credit hours. The amount that the student owes following the drop is recalculated to include the six remaining credits plus 50% of the six credit hours dropped (or three credit hours), which totals nine liable credit hours. In this example, there is no change in student services fees.

Example 2: Student originally enrolls in six on-campus credit hours and is assessed student services fees for those credit hours. During the 25% refund period, the student drops three credit hours. The amount the student owes following the drop is recalculated to include the three remaining credits plus 75% of the three dropped credit hours (2.25), which totals 5.25 liable credit hours. Student services fees will be assessed based on six liable credit hours (credit hours are rounded up).

Example 3: Student originally enrolls in 12 on-campus credit hours and is assessed full student service fees (i.e., the amount for seven or more credit hours). During the 75% refund period, the same student drops all 12 credit hours. Student services fees are recalculated to charge for the 25% liability of the 12 credit hours dropped, which is three liable credit hours. Student services fees will be assessed based on three liable credit hours. Thus the student will receive a credit (refund) for the difference between the student services fee for three hours and seven hours.

**Supplemental Course Fee Refunds**

If a student drops during the 100% refund period for tuition (as indicated above), then 100% of supplemental fees will be refunded (with the exception of fees that have already been expended on the part of the student). No refund of supplemental or section fees is issued for students who drop after the 100% refund period.

**Refunds for Recipients of Federal Aid**

For students who are recipients of Federal Title IV student aid, refunds will be made in accordance with all applicable federal regulations.

**Exceptions to the Required Student Fees Refund Policy**

Student-Initiated: Exceptions to the fee refund policy are generally granted only for documented exceptional circumstances that were beyond the control of the student (e.g., medical emergency or death in the immediate family) or when a documented University error has occurred. A change in assessment can only be adjusted or prorated to a refund percentage rate already established in the published University tuition and required fees schedule (100%, 75%, 50%, or 25%). The documented date of the exceptional circumstances and the associated refund percentage will be evaluated when considering prorated or full refunds.

Class(es) must have been dropped/withdrawn from in order to be considered for a refund. If a grade was received (including a failing grade or incomplete grade), a refund appeal cannot be considered. Appeals for a fall semester must be received on or before June 30 of the following year; appeals for a spring semester must be received on or before November 30 of the same year; appeals for a summer semester must be received on or before February 28 of the following year.

Post-semester refund exceptions may also be considered when a University policy-based grade change is approved by the Scholastic Standards and Revision of Records Committee.

Requests for exceptions to the refund policy must be submitted to the Office of the Registrar and must be accompanied by appropriate supporting documentation. Requests for exceptions to the refund policy will be considered by the Refund Exception Committee. The Refund/Credit Appeal form and more information concerning the appeal process can be found on the Office of the Registrar's website.

The University will consider requests for full refunds of tuition and fees based on non-attendance, if it is determined that a student:

- Did not attend any classes during the semester;
- Did not live any length of time in University student housing;
- Did not have other campus charges on their accounts;
- Did not have any financial aid returned causing the returned aid to be placed on the student's account;
- Was assigned a "W" grade in all classes for the semester either by withdrawing from all classes by the last day to drop as indicated on the academic calendar or through a successful grade appeal to the Scholastic Standards and Revision of Records Committee;
- Submitted a refund appeal to the Office of the Registrar by the deadlines indicated above; and,
- Has not been given a full refund for non-attendance for a previous semester.

Department-Initiated: Exceptions may also be made when course(s) are dropped and added after the change of schedule period if the department of the course(s) dropped and added provides written verification to the Office of the Registrar stating that the late schedule change was required or recommended by the department.

### Admission Application Fees

Non-refundable admission application fee is required of all first-time applicants*	
Undergraduate degree-seeking students	\$ 35.00
Graduate degree-seeking students	\$ 55.00
International students (undergraduate level)	\$ 50.00
International students (graduate level)	\$ 60.00

\*The application fee will not apply toward payment of the Required Student Fees. A student's application fee may, in certain circumstances, be transferrable to another semester should the student not enroll for the initial semester of application. The determination on transferability of the fee will be made by the administering office (Admissions, Graduate College, or International Services).

Students applying for admission as non-degree seeking students are not assessed the application fee. Such students will be assessed the fee should they apply for regular admission as indicated above.

In hardship cases, the Office of Admissions is authorized to waive the admission application fee for undergraduate, degree-seeking applicants. Waivers may be granted to students who submit either (1) a properly signed National Association for College Admission Counseling Fee waiver form; (2) a signed ACT Request for Waiver of College Admission Application Fee form; or, (3) a signed College Board College Application Fee Waiver form.

The application fee is waived for students who apply to transfer from the West Plains Campus to the Springfield Campus and who paid the West Plains campus application fee.

### Confirmation Fee

First-time, domestic students admitted for the fall semester who have fewer than 24 transferable credit hours earned **AFTER** high school graduation are required to pay a \$125.00 confirmation fee. Payment of the confirmation fee serves as the student's official acceptance of their offer of admission and qualifies the student to register for a required Student Orientation, Advisement, and Registration (SOAR) program. The confirmation fee is refundable if paid on or before May 1.

The confirmation fee may be deferred for students who demonstrate significant financial need through a process established by the Director of New Student and Family Programs. The confirmation fee is waived for students who are exempt from the SOAR requirement in accordance with the Orientation for Freshmen and Transfer Students policy.

Other fees related to orientation are collected at the time of registration and are noted below.

### Students admitted for fall semester

SOAR one-day program for first-time, international students	\$ 50.00
SOAR family member (per person)	\$ 30.00
Additional overnight accommodations for students (per student, per night)	\$ 25.00

### Students admitted for spring and summer semesters

SOAR student orientation fee	\$ 50.00
SOAR family member fee (per person)	\$ 30.00
Additional overnight accommodations for students (per student, per night)	\$ 25.00

Orientation fees may be deferred for students who demonstrate significant financial need through a process established by the Director of New Student and Family Programs.

**Prior Learning Assessment and Credit by Examination**

A department may choose to assess a nonrefundable fee of \$100.00 to administer an examination/assessment given to determine if academic credit will be awarded. The Office of the Provost will establish procedures for administering this fee.

**Testing Center – Testing Fees**

Testing Center (CTC) Tests	
ACT-R - ACT score valid only at MSU (\$32.00 test cost + \$18.00 sitting fee)	\$ 50.00
CLEP – College Level Examination Program (sitting fee only – students pay for exam directly to CLEP)	\$ 25.00
Correspondence – Non-MSU Classes (sitting fee only)	\$ 25.00
DSST (formerly Dantes Standardized Subject Test) (sitting fee only – students pay for exam online) Fully funded DSST site: No sitting fee is required for military members and/or their spouses.	\$ 25.00
MAT – Miller Analogy Tests (\$50.00 test cost + \$25.00 sitting fee)	\$ 75.00
MoGEA – Missouri General Education Assessment (formerly CBase)	
MoGEA Single Subject Test (sitting fee only – students pay for exam directly to MEGA)	\$ 25.00
MoGEA Entire Battery of Subject Tests (sitting fee only – students pay for exam directly to MEGA)	\$ 30.00
MoGEA Paraprofessional Exam (sitting fee only)	\$ 30.00

**Music Fee**

Private music lesson taken by Missouri State University students. Students enrolling in Applied Music courses will automatically be assessed a private music lesson fee.		
	1 Credit Hour Class	2 or More Credit Hour Class
MUS Courses – 149, 151, 152, 153, 155, 156, 157, 158, 159, 160, 249, 251, 252, 253, 255, 256, 257, 258, 259, 260, 349, 351, 352, 353, 355, 356, 357, 358, 359, 360, 398, 449, 451, 452, 453, 455, 456, 457, 458, 459, 460, 498, 649, 651, 652, 653, 655, 656, 657, 660, 749, 751, 752, 753, 755, 756, 757, 760, 798)	\$ 60.00	\$105.00
Other Music Fees		
Musical instrumental rental fee per semester (The rental fee is to cover normal maintenance of the instrument. Students will pay the cost of any extraordinary repairs to the instrument.)		\$ 35.00
Band Camp, dress uniform, and equipment fees will vary from year to year based on actual costs of services and equipment.		Variable
Music locker rental fee (per semester)		\$ 20.00

**PE Lockers (Fall, Spring, and Summer)**

Hammons Student Center (Fall and Spring)	\$ 10.00
Hammons Student Center (Summer)	\$ 5.00
McDonald Arena	\$ 1.00

**Student Conduct – Alcohol & Other Drug Fines**

Alcohol – First Violation	\$ 90.00
Alcohol – Second Violation	\$180.00
Alcohol – Third Violation	\$200.00
Drugs - First Violation	\$100.00



**Lost Identification Card (BearPass Card) Fee**

There will be a \$25.00 charge for replacement of a lost student identification card (BearPass Card). For inactive BearPass Card accounts, a service charge of \$1.00 per month will be assessed.

**Returned Check Charge Fee**

A fee of \$30.00 will be charged to the person presenting a check to the University that is not honored by the bank on which the check is drawn. The charge will be for each check returned.

**Credit Card Processing Fee**

Missouri State University contracts with a third party to process credit card payments to pay balances on accounts for charges. The third party processing company will charge a separate convenience fee which will apply to all credit card payments. Please review the Bursar's Office website for payment options.

**Study Away Processing Fee**

A \$100.00 fee must be paid by students who participate in domestic Study Away programs. This fee is non-refundable and does not include insurance. Students who participate in an international Study Away program must pay the International Programs Academic Experience Fee.

**Transfer of Academic Credit without Prior Compliance or Approval Fee**

A \$100.00 fee will be assessed to currently enrolled students who earn academic credit abroad and expect to transfer credit back to Missouri State University, but who have not complied with University policy regarding Study Away. This fee applies to students who were enrolled at the University the last full (fall or spring) semester prior to their Study Away experience and who return to the University within a year of completing their Study Away experience.

**International Programs Academic Experience Fee**

An International Programs Academic Experience Fee must be paid by individuals traveling with an international Study Away program and/or participating in an international academic experience. Individuals who are abroad on a short-term faculty-directed program will pay a \$150.00 fee. All other individuals studying abroad will pay a \$300.00 fee per semester. All students participating in an international Study Away program or international academic experience are required to carry University-approved health insurance that includes emergency medical, political and natural disaster evacuation, as well as repatriation of remains. The cost of the insurance is included in the International Programs Academic Experience Fee. This fee is non-refundable.

**International Programs Sponsored Student Fee**

Students who attend Missouri State University, to include the English Language Institute, whose room and board and/or tuition and fees are paid by a sponsoring organization, will be charged a sponsored-student fee of \$200.00 for fall and spring semesters; \$100.00 for summer semester; and \$100.00 per 8-week session for English Language Institute. This fee is non-refundable.

**Immersion Trip Fee**

A fee of \$400.00 will be charged to participants of Immersion Trips through the office of Community Involvement and Service. This fee is non-refundable and does not include insurance. This fee is in addition to tuition and student fees.

**Diploma/Transcript Fees**

A \$10.00 fee will be charged for each official transcript (hard copy, fax, or electronic) requested by a current or former student. Upon graduation, one complimentary transcript will be provided to the student, along with the diploma.

A \$20.00 fee is charged for the issuance of a reissued diploma or reissued certificate.

A \$10.00 fee is charged for additional diploma covers.

A \$20.00 delivery fee will be charged for transcripts, enrollment verification, and other documents sent via express or overnight mail from the Office of the Registrar (domestic deliveries within the U.S. only).

Transcripts will not be sent for current or former students who owe \$25.00 or more to the University.

### Financial Aid Fees

Emergency Short-Term Loan Service Charge: There is a service charge of \$10.00 for each Short-Term Loan processed for the student.

### Greenwood Laboratory School

Payment of the laboratory school fee reserves a classroom position for the elementary or secondary student who has been accepted for admission. This fee is not refundable after the start of classes. Failure to pay Greenwood Laboratory School fees by the end of the fall semester may result in the student being dismissed from the laboratory school program. The laboratory school summer session will operate on a self-supporting basis. The fee for each course will be set at the level needed for projected revenues to equal projected expenses.

Fees:	School Year
Grades:	
Kindergarten	\$6,200.00
1 – 8	\$6,200.00
9 – 12	\$6,700.00
I-20 Students, all grades*	\$8,400.00
<b>Textbook Rental Fee</b>	
Kindergarten through grade 3	\$ 100.00
Grades 4 and 5	\$ 125.00
Grades 6, 7 and 8	\$ 150.00
Grades 9 through 11	\$ 175.00
Grade 12	\$ 150.00
<b>Elementary Fees – Grades Primary – 6</b>	
Vocal Music (purchase music, support performances)	\$ 20.00
Art (consumable supplies used in class)	\$ 10.00
Honors Program	\$ 15.00
<b>Secondary Fees – Grades 7 – 12</b>	
Locker Fee	\$ 20.00
Instrumental Music (purchase music, repair/replace instruments & equipment)	\$ 50.00
Vocal Music (purchase music, support performances)	\$ 30.00
Art and Science (consumable supplies used in class)	\$ 35.00
Foreign Language (software and consumable supplies)	\$ 20.00
Extracurricular Activities – per sport (equipment, transportation)	\$ 150.00
Cheerleading	\$ 150.00
Debate	\$ 150.00
Science Olympiad (entry fees, sponsor supervision, and transportation)	\$ 100.00
Computer Class & Independent Study	\$ 50.00
<b>Elementary &amp; Secondary Fees – Grades Primary – 12</b>	
Technology Fee	\$ 100.00
Processing Fee – New Application	\$ 40.00
Safety Fee per family	\$ 45.00
Building Maintenance & Updates	\$ 100.00

\*Inclusive of all Greenwood fees.

Dual enrollment at Missouri State University is available to Greenwood students at the regular instruction per-credit rate and all related fees. However, seniors will have their basic and student fees waived for three credit hours per semester during their senior year, in addition to their basic and student fees resulting from Calculus and Pre-Calculus courses taken.

### Child Development Center Fees

Non-refundable registration fee at time of application	\$100.00
<b>Program Charges assessed per-week</b>	
Infant Classroom	\$245.00
Toddler Classroom	\$245.00
Two-Year-Old Classroom	\$195.00
Preschool Classroom	\$160.00

### Laboratory Course Deposit

A deposit is not required for laboratory courses. A student is responsible for unusual breakage or loss of equipment.

### Supervised Teaching/Certification Fee

Supervised teaching, except CSD 796 (see Appendix A)	\$350.00 per 16-week placement (Supervised teaching includes two student teaching courses for each program at \$175.00 per student teaching course)
Clinical Experience in Teaching II (see Appendix A)	\$150.00 per 16-week placement
Supervised teaching outside of service area	\$450.00 additional per 16-week placement
Supervised teaching credit evaluation fee	\$ 45.00 per credit hour
Post-Baccalaureate Teacher Certification/Transcript Analysis fee	\$ 25.00

### English Language Institute

English Language Institute fees per 8-week session: tuition \$2,260.00 and activity/lab fees \$200.00. Individual course fees are listed below, as well as fees for special courses and test preparation courses offered by the ELI. International Partners tuition discounts are determined per agreement.

### Fall 2018, Spring 2019, and Summer 2019 Tuition and Fees

Per 8-week session		
Core Courses	Hrs/Wk	Tuition
Writing	5	\$565.00
Reading	5	\$565.00
Listening	5	\$565.00
Speaking	5	\$565.00
<b>Special Courses</b>		
Spelling	3	\$200.00
English Skills in Focus	1	\$200.00
ELI Application Fee		\$100.00
Activity/Lab Fee		\$200.00
Other courses/workshops may be offered by ELI with fees to be determined.		
<b>Other non-credit courses offered through the English Language Institute</b>		
GMAT Prep Course		\$399.00
GRE Prep Course		\$399.00
SAT Prep Course		\$250.00

Certificate in English Language Teaching for Adults-CELTA fees per 4-week or 5-week on-site session: tuition \$2,450.00; or CELTA Online Course fees per 17-week session: \$2,700.00; \$250.00 non-refundable deposit due at time of enrollment and full fees due 21 days before the course begins.

### Missouri Public Affairs Academy

A non-refundable \$50.00 registration fee is due after students have been accepted to the Academy. All other funding, including room, board, and all Academy activities, is provided by Missouri State University. Travel to and from the Academy is not provided.

### Missouri Fine Arts Academy

Per 3-week Residential Program	
Full fee students	\$1,600.00
Reduced-lunch students	\$ 700.00
Free-lunch students	\$ 400.00

### International Students Health Insurance Fee

#### Fall 2018, Spring 2019, and Summer 2019

This fee will be assessed each semester to all registered students for whom Missouri State University has issued F-1 or J-1 student visa documents.

Insurance Plan	Amount	Approximate Coverage Dates
Annual	\$1,314.00	08/10/18-08/09/19
Fall 2018 – Regular	\$ 657.00	08/10/18-12/31/18
Spring/Summer 2019 – Regular	\$ 657.00	01/01/19-08/09/19
Summer 2019 – Regular (for students not attending spring)	\$ 252.00	06/01/19-08/09/19
Continuation coverage for one Month after semester	\$ 110.00	
Fall 2018 – ELI Program 1 <sup>st</sup> Session	\$ 263.00	08/10/18-10/19/18
Fall 2018 – ELI Program 2 <sup>nd</sup> Session	\$ 263.00	10/12/18-12/31/18
Spring 2019 – ELI Program 3 <sup>rd</sup> Session	\$ 263.00	01/01/19-03/15/19
Spring 2019 – ELI Program 4 <sup>th</sup> Session	\$ 263.00	03/13/19-05/31/19
Summer 2019 – ELI Program 5 <sup>th</sup> Session	\$ 263.00	06/01/19-08/09/19
ELI 4-week Session-During Summer semester	\$ 100.60	Based on request
Continuation coverage for one week after ELI	\$ 25.15	

### Library Fines

Loan Period	Fine Rate	Maximum
1 – 7 Days	\$ 1.00 per day	\$ 25.00
2 Weeks – 6 Months	\$ .25 per day	\$ 10.00
2-hour Reserve	\$ .25 per hour overdue	N/A
Media – 7 Days	\$ 1.00 per day	\$ 25.00
Recalled Items	\$ 1.00 per day	\$ 25.00
Bindery Fee	\$ 10.00 per item	N/A
Replacement Fee	\$100.00 per item	N/A
Replacement Fee (Media)	\$100.00 per item	N/A
If over \$150.00	Actual Replacement Cost	N/A
Processing Fee	\$ 10.00 per item	N/A
Processing Fee-ILL*	\$ 20.00 per item	N/A
Replacement Fee-ILL*	\$100.00 per item	N/A

\*ILL – Interlibrary Loan

Fees below \$2.00 are waived.

## Housing Fees

For actual detail rates with meal plans for all locations, see <https://reslife.missouristate.edu/rates.htm>

Room (housing) rates will be frozen in Hammons, Hutchens, and Scholars. The combined room (housing) and board (meals) blended increase will not exceed 2.02% for Fall 2018, Spring 2019 and Summer 2019. BoomerMeals prices are as follows: \$155 with a value of \$170; \$205 with a value of \$220 and \$260 with a value of \$280.

Residence hall rates include utilities and television service, unlimited access to washers and dryers and ability to print 350 double-sided pages from their hall's reception desk.

Single occupancy may be approved for the Fall and Spring semesters only if space is available. An additional charge equal to 1½ times the double occupancy rate will be made for a single occupancy.

There is a \$12 per semester/\$24 per academic year Residence Hall Association Activity Fee.

## Guest Housing

Two-Person Room (Rooms 121, 124, or 126)	\$30.00 per night
One Room within a Four-Person Suite	\$40.00 per night
Full Four-Person Suite	\$50.00 per night

## Conferences and Institutes (effective May 1, 2018)

Daily room rates for double occupancy with air conditioning, no meal plan		
	Housing Without Linen Service	Housing With Linen Service
Non-student groups*	\$ 25.00	\$ 30.00
Prospective student groups	\$ 22.00	\$ 27.00
Current student groups*	\$ 20.00	\$ 25.00
Other Rates		Amount
Children (age 3-12) with accompanying parents		\$ 5.00 per day
Athletic groups		\$15.00 per night

\*Rates are negotiable for large groups; rate exceptions for current student groups or individuals must be approved by the Vice President for Student Affairs.

## Residence Hall Deposit

A \$100.00 security deposit is required for all new applicants for University housing.

The deposit serves as the applicant's guarantee that the contract will be completed. Also, it may be used to cover damages or other charges if the contract is completed. The contract period is for the Fall and Spring semesters. Housing for the Summer session is covered by a separate contract and deposit. Students approved to cancel their contract after the residence halls open for the Fall semester and who remain enrolled at the University will receive an additional penalty as stated in the Terms and Conditions section of the *Student Housing Contract*. Provisions for refund/forfeiture of deposits are stated in the *Student Housing Contract*.

**Other Fees/Fines**

Telephone Account Set-Up and Activation	\$ 50.00
Local Telephone Service (per month)	\$ 20.00
Key/FOB Replacement (mail box, room, hall)	\$ 10.00
Recore/Reprogram Room or Hall Lock	\$ 50.00
Lock Out Access (third time & thereafter)	\$ 5.00
Annual Residence Hall Association Activity Fee	\$ 24.00
Building Access Card	\$ 25.00
Long Distance Fax (per page)	\$ 1.00
Excessive Printing (over 350/semester, 700/year) per 100 pages	\$ 5.00
Improper Checkout	\$ 75.00
Damages	Varies
Monroe Apartment Private Parking Per Month	\$ 30.00

Expanded housing discounts: Students assigned to expanded housing are eligible for a discount. When students are moved to a permanent room, the prorated time spent in expanded housing is discounted at 20%.

**Mountain Grove Housing Fees**

Room Rate	\$380.00 per month
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**Safety and Transportation**

**Parking Permits\* (Students/Faculty/Staff\*\*)**

	Fall & Spring Rate	Summer Rate	Per Year
Commuter**	\$ 97.00	\$24.00	\$121.00
Residence Hall	\$174.00	\$24.00	\$198.00
Lot 27A – Monroe Apartments***	N/A	N/A	\$381.00
Reserved**	N/A	N/A	\$190.00
Second Reserved**	N/A	N/A	\$ 12.50
Evening**	\$ 51.00	\$24.00	\$ 75.00
Service Vehicle	N/A	N/A	\$190.00
Vendor	N/A	N/A	\$190.00
Motorcycle	N/A	\$ 9.00	\$ 23.00
Overnight****	N/A	N/A	\$413.00
Orange Permit*****	\$ 55.00	\$13.00	\$ 68.00
Metered Parking	\$ 1.00 per hour		
Pass Per Day***			
Commuter	\$ 2.75		
Reserved Lots	\$ 2.75		
Visitor Week Pass*****			
Commuter/Residence Hall	\$10.50		
Reserved Lots	\$10.50		

\*Replacement tags are one-half of original cost. Parking Administration will provide pro-rata refund for early termination of parking privileges.

\*\*Payroll deduction required for full-time University employees.

\*\*\*Limited to residents of Monroe Apartments only.

\*\*\*\*Limited to restricted lots.

\*\*\*\*\*Parking permits will be provided at no cost to University guests of faculty and staff if requested in advance from the Parking Administration Office.

\*\*\*\*\*Orange permit is authorized only for daytime parking in Orange Lots.

**Parking Violation Fines\***

Permit Not Present	\$ 34.00
Altered/Stolen Permit	\$150.00
Permit Does Not Apply to Zone	\$ 30.00
No Parking Zone	\$ 34.00
Not Parked Wholly in Space	\$ 22.00
No Disabled Permit	\$105.00
Overtime Parking	\$ 25.00
Obstructing Traffic	\$ 28.00
Reserved Zone	\$ 45.00

\*Escalating Fine Structure: The fines listed apply to the first through fourth tickets received by one person within a given permit year (August 1 – July 31). For any ticket received by a person who already has received four tickets within the permit year, the fine for additional tickets shall escalate. The fine for the fifth through eighth tickets shall be 1.5 times the amount listed. Fines for nine or more tickets shall be 2 times the amount listed. The date the ticket was received will be the defining date to determine how many tickets are counted. Tickets for which an appeal is granted shall not be counted.

Fines revert to individual faculty, staff, and student Accounts Receivable accounts if not paid or appealed within 15 days. No late fees apply; however, Accounts Receivable accounts accrue a 1% per month service fee for unpaid charges.

Auto Clamp Removal Fee	\$ 50.00
Bike Lock Removal Fee	\$ 25.00

**Key Control – Replacement Keys (loss or theft)**

Maximum for Contractor (for lost or stolen keys)	\$10,000.00
High Security Keys (Master Keys)	\$ 500.00
Medium Security Keys (Submasters, Campus Labs, Chemical Labs, and Box Office locations)	\$ 250.00
Select Submaster Key (a key that opens a limited number of multiple doors)	\$ 125.00
Exterior Door Key	\$ 50.00
Standard Room Key	\$ 25.00

**Bill R. Foster and Family Recreation Center Membership Rates**

**Missouri State Students**

Type of student	Fall/Spring Semester Cost	Summer
Current student assessed the full Springfield student service fee	No additional cost	No additional cost
Current students and Greenwood Laboratory School (Junior and Seniors Only) not assessed full Springfield student service fee	\$80.00 per semester or balance of full Springfield student service fee	\$45.00 or balance of full Springfield student service fee or \$18 per month
Special use (summer only for those students who were enrolled in the previous spring semester)		\$45 for full summer or \$18 per month

**Additional Eligible Members**

Type of Member	Monthly	Annual
MSU full-time employees, current and retired	\$ 18.00	\$205.00
Active Alumni	\$ 26.00	\$280.00
MSU Affiliates	\$ 26.00	\$280.00
Household members	\$ 26.00	\$280.00

**Day Pass Pricing**

Type of Pass	Guest Rate	Non-member MSU employee/student not assessed student service fee
One-Day with no group fitness	\$ 7.00	\$ 5.00
Group fitness (BearFit)	Day pass plus \$3.00	Day pass plus \$3.00
Child one-day pass during family hours	\$ 3.00	N/A

**Hammons Student Center Usage Fees**

Family Plan	\$ 15.00 per semester
Guest with Member	\$ 5.00 per day
Qualified Alumni	\$ 2.00 per day
Single Plan	\$175.00 per year
Family Plan	\$200.00 per year

**Facility Fees**

Non-Missouri State University Events	
Hammons Student Center	\$ 2.00 per ticket
JQH Arena	\$ 2.00 per ticket
JKH Hall for the Performing Arts	\$ 2.00 per ticket



## **West Plains Campus**

**WHEREAS**, Missouri State University's West Plains' campus Missouri resident undergraduate proposed tuition increase is \$6.00 per credit hour; and

**WHEREAS**, legislative leaders have indicated that the General Assembly will pass a budget that maintains public universities' operating appropriations at the fiscal year 2018 funding level if tuition increases for Missouri resident undergraduate full time students are held to one percent;

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF GOVERNORS OF MISSOURI STATE UNIVERSITY AS FOLLOWS:**

The Board of Governors adopts the following fee schedule for the West Plains, effective July 1, 2018 subject to the following:

Missouri State University West Plains campus will waive collecting \$5.00 of the \$6.00 per credit hour increase for Missouri resident undergraduate students which will result in an increase of 1% for Missouri resident undergraduate full time students for the 2018-19 academic year under the terms of the Higher Education Student Funding Act, provided both of the following conditions are met for the 2018-19 academic year:

- The Truly Agreed and Finally Passed FY2019 operating appropriation for the Missouri State University System equals \$83,401,060; and
- Missouri State University receives the full appropriation less the traditional 3% withholding.

Should the Truly Agreed and Finally Passed FY2019 operating appropriation for the Missouri State University System be less than \$83,401,060 or if there are additional appropriation withholdings during FY2019 above the traditional 3% withholding level, Missouri State University will reinstate and collect the \$5.00 credit hour increase for Missouri resident undergraduate students that was waived.

### **Delegation of Responsibility**

The Board of Governors delegates the responsibility for negotiating charges for on- and off- campus use of the West Plains Campus facilities to the Chancellor of the West Plains Campus.

**BE IT FURTHER RESOLVED**, understanding that unanticipated circumstances may require immediate action, and to be able to respond efficiently as necessary in the judgment of the President, that the President of the University is hereby authorized to establish and implement additional fees, or make appropriate modifications to the fees as set forth here, except for "Required Student Fees," and that such fees will be immediately effective upon action by the President, but will be reported to the Board at the next meeting of the Board by either the President or the Chief Financial Officer.

**BE IT FURTHER RESOLVED**, that previous actions by the Board of Governors covered in this schedule of student fees and deposits be modified accordingly, the Board of Governors reserves its discretion to further modify fees and charges as it determines necessary and appropriate.

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Carrie Tergin  
Chair of the Board

Passed at the meeting of April 18, 2018

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Kristan E. Gochenauer, Secretary

## West Plains Campus

### Required Student Fees

#### Tuition (Fall 2018, Spring 2019, and Summer 2019)

	Missouri Resident	Non-Missouri Resident
Undergraduate course per-hour fee	\$130.00	\$260.00

#### Corporate Education

Corporate education course fees will be negotiated on a case-by-case basis.

#### Common Fee (assessed in addition to Tuition)

The Common Fee is assessed in addition to tuition and is based upon the total credit hours for which a student enrolls. The table below contains the Common Fee amount for one (1) credit hour with the associated distribution of the fee. To calculate the total Common Fee incurred each semester, multiply the total Common Fee for one (1) hour by the total number of credit hours enrolled for the semester.

#### Fall 2018, Spring 2019, and Summer 2019

Description	Per Credit Hour
Capital Projects*	\$ 1.67
Student Activity	\$ 1.67
Professional Services	\$ 1.75
Student Rec Center	\$ 3.08
Computer & Technology	\$ 5.00
Chalk & Wire	\$ 1.83
Application Fee	\$ 0.31
Diploma Fee	\$ 0.42
Graduation Fee	\$ 1.15
Transcript Fee	\$ 0.54
Cap/Gown	\$ 0.58
Student Support Fee	\$ 0.50
Total per credit hour	\$18.50

\*Capital Projects: 50% of Capital Project Fee for capital projects approved by SGA; 50% of Capital Project Fee for campus grounds and parking maintenance and repairs.

The Common Fee increase was approved by a campus wide student body vote.

#### Scope of the Required Student Fees Schedules

- All fees assessed must be paid in full by specified fee deadlines; otherwise, a student's future registration is canceled.
- Courses audited are counted in the same way as courses taken for credit in determining fees.
- *The required student fee schedule is subject to revision by the Board of Governors without notice.*

#### Exceptions to the Required Student Fee Schedule

The Dean of Academic Affairs has the authority to approve exceptions to the above required student fee schedule for courses for which the fees must be negotiated with outside agencies.

## Exceptions to the Tuition Schedule

	Missouri Residents	Non-Missouri Residents
<b>Per Credit Hour</b>		
High School Dual Credit and Dual Enrollment*	\$ 65.00	\$ 65.00
NUR Courses**	\$171.00	\$342.00
RST Courses**	\$161.00	\$322.00
Online Courses	\$148.00	\$148.00
VIN Courses	\$220.00	\$220.00

\*Courses offered through the high school off-campus dual credit program are charged 50% of the tuition for a Missouri resident, rounded to the nearest dollar, and are charged a modified Common Fee of \$6 per credit hour. High school dual enrollment students are charged 50% of the tuition for a Missouri resident, rounded to the nearest dollar, as well as the Common Fee. Supplemental course fees will be charged in full, if applicable.

\*\*Per credit hour rate for courses with either a NUR (Nursing) or RST (Respiratory Care) prefix, except for NUR 197, NUR 297, and RST 120.

### Supplemental Course Fees

Supplemental course fees may be assessed on individual courses to cover the cost of specialized supplies, equipment or services for instruction purposes that are provided by the University to all students enrolled in the course and are in addition to routine instructional expenses. The listing of supplemental course fees in Appendix B will be identified in the catalog and class schedule and will be assessed at the time of registration.

There may be additional supplemental course fees needed during the year for selected courses. For such courses, the Chancellor of the West Plains Campus shall be authorized to recommend supplemental course fees. Supplemental fees recommended will be presented to the President for approval and reported to the Board of Governors at the next meeting of the Board.

### Lost Identification Card Fee

There will be a \$5.00 charge for replacement of a lost student identification card.

### Returned Check Charge Fee

A fee of \$30.00 will be charged to the person presenting a check to the University that is not honored by the bank on which the check is drawn. The charge will be for each check returned.

### Credit Card Processing Fee

Missouri State University contracts with a third party to process credit card payments to pay balances on accounts for charges. The third party processing company will charge a separate convenience fee which will apply to all credit card payments. Please review the Business Office website for payment options.

### CAAP Additional Testing Fees

A \$20.00 fee is charged for subsequent repeat of the CAAP (Collegiate Assessment of Academic Proficiency) exam.

### Diploma/Transcript Fees

There will be no charge for reasonable and routine transcript requests.

A \$20.00 fee is charged for the issuance of a reissued diploma or reissued certificate.

A \$25.00 delivery fee will be charged for transcripts, enrollment verifications, and other documents sent via express or overnight mail inside the continental United States from the Office of Registration and Records. The actual cost to the University will be charged for transcripts, enrollment verifications, and other documents sent via express or overnight mail outside the continental United States from the Office of Registration and Records.

Transcripts will not be sent for current or former students who owe \$25.00 or more to the University.

### Financial Aid Fees

Emergency Short-Term Loan Service Charge: There is a service charge of \$5.00 for each Short-Term Loan processed for the student.

### Required Student Fees Refund Schedules

Refunds are determined separately for tuition, common fees, and supplemental and sections fees as indicated below. In all cases, the date used in determining refunds shall be the date the student completes the transaction online or submits an official withdrawal or change of schedule request to the Office of Registration and Records. For withdrawal requests submitted by mail, the postmark date shall be used.

#### Refunds of Tuition

If a student drops or withdraws from a full semester-length class prior to the ninth week, the tuition refund shall be as follows:	
On or before the fifth day of the semester	100%
Days 6 through 10 of semester	75%
Days 11 through 20 of semester	50%
Days 21 through 40 of semester	25%
After the 40 <sup>th</sup> day of semester	No refund

#### Refunds for Block Classes (Fall and Spring)

If a student drops or withdraws from a block class (first block or second block), the refund shall be as follows:	
On or before the fifth day of the block	100%
Days 6 through 10 of the block	75%
Days 11 through 14 of the block	50%
Days 15 through 20 of the block	25%
After the 20 <sup>th</sup> day of the block	No refund

#### Refunds for Summer Classes

If a student drops or withdraws from a session 1 (8 weeks) summer class, the refund shall be as follows:	
On or before the fifth day of the semester	100%
Days 6 through 10 of the semester	75%
Days 11 through 14 of the semester	50%
Days 15 through 20 of the semester	25%
After the 20 <sup>th</sup> day of the semester	No refund
If a student drops or withdraws from a session 2 or 4 (4 weeks) summer class, the refund shall be as follows:	
On or before the first day of the term	100%
Days 2 and 3 of the term	75%
Days 4 and 5 of the term	50%
Days 6 through 10 of the term	25%
After the 10 <sup>th</sup> day of the term	No refund

If a student drops or withdraws from a session 3 (5 weeks) summer class, the refund shall be as follows:	
On or before the second day of the term	100%
Day 3 of the term	75%
Days 4 through 6 of the term	50%
Days 7 through 12 of the term	25%
After the 12 <sup>th</sup> day of the term	No refund

**Refunds for Classes with a term\* of 19 days or less (including Intersession)**

The refund for courses with a term\* of 19 days or less (including Intersession) is 100% if the class is dropped by the end of the first day of the term. After the first day of the term, refunds are made on the basis of the number of days in the term per the following schedule:

Number of Days in Term	100%	75%	50%	25%
1	Prior to day 1	n/a	n/a	n/a
2	1	n/a	n/a	n/a
3	1	2	n/a	n/a
4	1	2	n/a	3
5	1	2	3	4
6	1	2	3	4
7	1	2	3	4
8	1	2	3	4
9	1	2	3	5
10	1	2	3	5
11	1	2	3	6
12	1	2	4	7
13	1	2	4	7
14	1	2	4	8
15	1	2	4	8
16	1	2	5	9
17	1	3	5	9
18	1	3	5	10
19	1	3	5	10

**Refunds for Classes with a term\* of 20 days or more:**

The refund for classes with a term\* of 20 days or more is 100% if the class is dropped before the end of the second day of the term (even if the class does not meet on the second day of the term). Additional refund periods are proportionate to the refund periods described above for full semester classes. Refund deadlines are calculated as follows:

- 75% refund = 0.133 times the length of term
- 50% refund = 0.267 times the length of term
- 25% refund = 0.533 times the length of term

Standard rounding rules apply (e.g., the 75% refund deadline for a 25-day term is  $0.133 \times 25$  or 3.325, which will be rounded down to day 3; the 50% refund deadline for a 25-day term is  $0.267 \times 25$  or 6.675, which will be rounded up to day 7). The Office of the Registrar maintains refund deadline dates for each class length.

\*For classes that are not full semester classes, refunds are based on the 'length of term.' For those classes, the 'term' begins with the start date of the class and ends with the end date. The length of term is the number of days in that period, including the start and end date but excluding weekend and holidays when classes are not in session.

### **Student Services Fee Refunds**

If a student drops during the 100% refund period for tuition (as indicated above), then 100% of the Common Fee will be refunded. No refund of the Common Fee will be issued for students who drop after the 100% refund period.

### **Supplemental Course Fee Refunds**

If a student drops a course(s) during the 100% refund period for tuition (as indicated above), then 100% of supplemental fees for the course(s) being dropped will be refunded (with the exception of fees that have already been expended on the part of the student). No refund of supplemental or section fees is issued for students who drop a course(s) after the 100% refund period.

### **Refunds for Recipients of Federal Aid**

For students who are recipients of Federal Title IV student aid, refunds will be made in accordance with all applicable federal regulations.

### **Refunds for Non-Attendance**

Students will be administratively withdrawn for the following circumstances:

- Reported as Never Attended by the
  - 10<sup>th</sup> class day of the 16-week or longer term
  - 7<sup>th</sup> class day of the 8-week term
  - 4<sup>th</sup> class day of the 5-week and 4-week term
  - 2<sup>nd</sup> class day of a 2-week or less term
- Determined to have enrolled in a course without the appropriate pre-requisite course
- Are academically suspended and have not been reinstated through the academic appeal process

Students who are administratively withdrawn will have their schedule removed and tuition and fees will be refunded at 100%. However, non-tuition related charges will continue to be the responsibility of the student.

### **Changes of Schedule**

Students who drop courses during the change of schedule period will receive a credit on their account in accordance with the Required Student Fees Refund Schedule (see Required Student Fees Refund Schedules). Because courses are not supposed to be added after the change of schedule period, dropped courses and added courses (including section changes), **will result** in an additional financial obligation for the student. Exceptions may be granted when the department of the course(s) dropped and added provides written verification to the Office of Academic Affairs stating that the late schedule change was required or recommended by the department. Courses may be added during the change of schedule period. Additional cost of courses added must be paid at the time the change of schedule is processed, or the student must be completely enrolled in the My Payment Plan.

### **Exceptions to the Withdrawal and Change of Schedule Fee Refund Policy**

Exceptions to the withdrawal and change of schedule fee refund policy must be approved by the registration and records office. Appeals must be submitted in writing to the registration and records office within one month of the date of the withdrawal or change of schedule and should be accompanied by appropriate supporting documentation.

Missouri State University-West Plains will make the following efforts to identify students who are registered but not attending classes:

- Attendance tracking – Instructors will monitor class rosters. After the first ten days of class, instructors will report students who meet the following conditions:
  - A student is attending class but not on their class roster.
  - A student is listed on the class roster but not attending class.

- If a student is attending but is not registered, the registration and records office notifies the student via University email and requests he/she contact the office immediately to resolve the situation. Students registered but not attending classes will be withdrawn from all classes or dropped from the class they are not attending.
- Mid-Term Grading Reporting – Students earning D’s and F’s on their midterm grade report are contacted via University email.

If a student received all F’s on his/her midterm grade report and instructors confirm the student has not attended class, steps may be taken to administratively withdraw the student. A student who is administratively withdrawn after the no penalty drop deadline will receive W’s for those courses. The student will be responsible for paying the percentage of basic fees/tuition not refunded after the no penalty drop deadline.

### Laboratory Course Deposit

No deposit is required for laboratory courses. A student responsible for unusual breakage or loss of equipment will be required to pay for such breakage or loss.

### International Students Health Insurance Fee Fall 2018, Spring 2019, and Summer 2019

This fee will be assessed each semester at the time of registration to all students for whom Missouri State University has issued F-1 or J-1 student visa documents.

Insurance Plan	Amount	Approximate Coverage Dates
Annual	\$1,314.00	08/10/18-08/09/19
Fall 2018 – Regular	\$ 657.00	08/10/18-12/31/18
Spring/Summer 2019 – Regular	\$ 657.00	01/01/19-08/09/19
Summer 2019 – Regular (for students not attending spring)	\$ 263.00	06/01/19-08/09/19

### Library Fines

Loan Period	Fine Rate	Maximum
1 – 7 Days	\$ 1.00 per day	\$ 25.00
2 Weeks – 6 Months	\$ .25 per day	\$ 10.00
2-hour Reserve	\$ .25 per hour overdue	N/A
Media – 3 Days	\$ 2.00 first day	
	\$ 1.00 per day thereafter	\$ 26.00
Media – 7 Days	\$ 2.00 first day	
	\$ 1.00 per day thereafter	\$ 26.00
Equipment	\$ 5.00 per day	N/A
Recalled Items	\$ 1.00 per day	\$ 25.00
Bindery Fee	\$ 10.00 per item	N/A
Replacement Fee	\$100.00 per item	N/A
Replacement Fee (Media)	\$100.00 per item	N/A
If over \$150.00	Actual Replacement Cost	
Replacement Fee (Equipment)	Actual Replacement Cost	
Processing Fee	\$ 10.00 per item	N/A
Processing Fee-ILL*	\$ 20.00 per item	N/A
Replacement Fee-ILL*	\$100.00 per item	N/A

\*ILL – Interlibrary Loan

Fees below \$2.00 are waived.

**Student Conduct – Alcohol & Other Drug Fines**

Alcohol – First Violation	\$ 25.00
Alcohol – Second Violation	\$ 50.00
Alcohol – Third Violation	\$100.00
Drug Violations	\$ 50.00

**Housing Fees**

Residence hall rates include utilities, cable television service, internet access, unlimited access to washers and dryers, and additional printing in the residence hall computer lab.

**Fall 2018 and Spring 2019**

Room and Board Facilities (20-meal-per-week plan)		
	Per Semester	Per Year
West Plains Residence Hall – Grizzly House	\$2,968.00	\$5,936.00
West Plains Residence Hall – Grizzly Lofts	\$3,060.00	\$6,120.00
Non-Resident Meal Plans		
Two Meals Per Week		\$188.00
Three Meals Per Week		\$270.00
Four Meals Per Week		\$326.00
Five Meals Per Week		\$388.00

**Summer 2019**

Room and Board (Room \$1,005.00 + Debit Meal Plan \$270.00)	\$1,275.00
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Utilities, basic cable and refrigerators are included in the above rates.

Single occupancy may be approved for the Fall and Spring semesters only if space is available. An additional charge of \$200.00 per semester will be made for single occupancy.

**Residence Hall Deposits**

A \$100.00 security deposit is required of all applicants for University housing.

The deposit serves as the applicant’s guarantee that the contract will be completed. Also, it may be used to cover damages or other charges if the contract is completed. The contract period is for the Fall and Spring semesters. Housing for the Summer session is covered by a separate contract and deposit.

Provisions for room and board refund/forfeiture of deposits are stated in the *Student Housing Contract*.

**Conferences and Institutes (Effective May 1, 2018)**

Daily room rates for double occupancy with air conditioning, no meal plan	
	Housing Without Linen Services
Non-student groups*	\$ 20.00
Prospective student groups	\$ 17.00
Current student groups*	\$ 15.00
Children (ages 3-12) with accompanying parents	\$ 7.00
Linens (per fresh set)	\$ 15.00

\*Rates are negotiable for large non-student groups (larger than 50 persons); rate exceptions for current student groups or individuals must be approved by the Dean of Student Services.

**Other Fees/Fines**

Key Replacement (mail box, room, and hall)	\$ 25.00
Damages	Various



**Student Recreation Center Usage Fees**

Students	No charge
Faculty and staff (full-time and part-time)	No charge
All others (SGA approved days only)	\$3.00 per day

\*Community members under the age of 16 must be accompanied by an adult.

**Parking Permits/Fines****Parking Permits (Students/Faculty/Staff)**

Students*	\$20.00 per year
Faculty	\$20.00 per year
Staff	\$20.00 per year
Part-time Faculty or Staff	No charge
Additional/Replacement Parking Permit	\$4.00

\*Parking permits for students are included in the Common Fee. Students not having the Common Fee assessed may request a parking permit for \$20.00 per academic year.

**Parking Violation Fines**

Permit Not Present	\$ 10.00
Altered/Stolen Permit	\$ 60.00
Parked in "No Parking" Zone	\$ 10.00
Not Parked Wholly in Space	\$ 10.00
No Disabled Permit	\$ 60.00
Obstructing Traffic	\$ 10.00
Parked in Visitors' Space	\$ 10.00

**Physical Plant – Replacement Keys (loss or theft)**

Standard Key	\$ 5.00
Outside Door Key	\$ 10.00
High Security Key	\$ 50.00
Campus Master Key	\$ 150.00
Maximum Contractor Fine for Lost/Stolen Keys	\$1,000.00

Fines revert to individual faculty, staff, and student Accounts Receivable accounts if not paid or appealed within 15 days. No late fees apply; however, Accounts Receivable accounts accrue a 1% per month service fee for unpaid charges.

**Drago College Store****Textbook Reservation Fee**

A textbook reservation deposit of \$10.00 is collected at the time a student reserves their textbooks for the following semester. When the textbooks are picked up, the \$10.00 deposit is applied toward the balance owed for the books purchased. If the reserved textbooks are not picked up, the \$10.00 deposit will be used to cover restocking the textbooks.

## Appendix A

### Supplemental Course Fees for Springfield Campus for Fall 2018, Spring 2019, and Summer 2019

College	Course	Number	Title	Amount
College of Arts and Letters				
COAL	ART	598	Seminars in Art Education	<i>Vary by section</i>
COAL	ENG	373	Writing with Technology	\$ 75.00
COAL	ENG	421	Advanced Technical Writing	\$ 75.00
COAL	ENG	473	Writing with Technology II	\$ 75.00
COAL	ENG	474	Tech Writing III	\$ 75.00
COAL	ENG	573	Writing for the Web	\$ 75.00
COAL	ENG	679	Writing for the Web	\$ 75.00
COAL	ENG	773	Writing for Computer Industry	\$ 75.00
COAL	ENG	775	Designing Technical Documents	\$ 75.00
COAL	MUS	398	Junior Recital	\$ 25.00
COAL	MUS	498	Senior Recital	\$ 25.00
College of Business				
COB	MFD	361	Fashion Show Production	\$100.00
COB	MFD	370	Flat Pattern	\$ 35.00
COB	MFD	371	Draping	\$ 35.00
COB	MFD	372	Fashion Illustration	\$ 25.00
COB	MFD	403	Post Internship	\$ 40.00
COB	MFD	570/670	Senior Collection	\$ 35.00
COB	HID	424	Business Practices	\$100.00
COB	TCM	110	Introduction to Engineering Design	\$ 20.00
COB	TCM	121	Construction Principles and Practice	\$ 45.00
COB	TCM	122	Construction Materials and Methods	\$ 45.00
COB	TCM	322	Electrical Systems for Buildings	\$ 40.00
COB	TCM	326	Construction Soils and Foundations	\$ 40.00
COB	TCM	331	Materials and Manufacturing Processes	\$ 50.00
COB	TCM	347	Industrial Equipment and Control	\$ 40.00
COB	TCM	438	Systems Integration	\$ 50.00
COB	TCM	494	Professional Internship	\$100.00
COB	TCM	498	Senior Design	\$ 50.00
College of Education				
COE	CFD	260	Supervised Experiences in the Child Development Laboratory	\$ 15.00
COE	CFD	360	Planning and Implementing Curriculum for Child Development Centers	\$ 15.00
COE	CFD	455	Infants and Toddlers: Development and Program Planning	\$ 15.00
COE	COU	752	Career Development	\$ 25.00
COE	COU	781	Secondary School Counseling Internship	\$115.00
COE	COU	783	Elementary School Counseling Internship	\$115.00
COE	COU	785	Community Agency Counseling Internship	\$115.00
COE	EAD	772	Internship	\$ 60.00
COE	EAD	782	Internship – Onsite	\$ 60.00
COE	EAD	783	Internship – Related Agencies	\$ 60.00
COE	EAD	882	Superintendent Internship I	\$ 60.00
COE	EAD	883	Superintendent Internship II	\$ 60.00
COE	ECE	301	Emerging Literacy/Comm Arts	\$ 15.00
COE	ECE	302	Social Studies and Sociomoral Development	\$ 15.00
COE	ECE	303	Mathematics and Science for Young Children	\$ 15.00
COE	ECE	401	Curriculum For Early Childhood Education	\$ 15.00
COE	ECE	402	Assessing Young Children	\$ 15.00
COE	ELE	500/600	Current Issues and Applications in Elementary Education	\$ 15.00
COE	FCS	502/602	Study Tour	<i>Vary by section</i>
COE	SPE	346	Educational Evaluation of Exceptional Students Lab	\$ 25.00

## Appendix A (continued)

### Supplemental Course Fees for Springfield Campus for Fall 2018, Spring 2019, and Summer 2019

College	Course	Number	Title	Amount
COE	SPE	605	Braille Reading and Writing I	\$ 25.00
COE	SPE	711	Braille Reading and Writing II	\$ 25.00
COE	SPE	750	Practicum – Visual Impairment – Within Area (\$350 + \$110)	\$460.00
COE	SPE	760	Internship – Orientation and Mobility	\$115.00
COE	SPE	783	Advanced Diagnosis and Remediation	\$ 25.00
COE	SPE	789	Practicum – The Exceptional Child	\$115.00
COE	SPE	791	Clinical Practicum for Special Needs Population	\$ 25.00
COE	SPE	792	Advanced Diagnosis and Remediation Lab	\$ 25.00
College of Health and Human Services				
CHHS	ANE	726	Introduction to Clinical Anesthesia	\$100.00
CHHS	ANE	735	Clinical Practicum	\$100.00
CHHS	ATC	220	Introduction to Athletic Training	\$ 25.00
CHHS	ATC	221	Clinical Skills in Athletic Training	\$ 30.00
CHHS	ATC	222	Athletic Injuries	\$ 20.00
CHHS	ATC	224	Basic Athletic Training/Sports Medicine Techniques	\$ 35.00
CHHS	ATC	240	Clinical Practicum I	\$ 30.00
CHHS	ATC	241	Clinical Practicum II	\$ 30.00
CHHS	ATC	324	Therapeutic Modalities	\$ 20.00
CHHS	ATC	328	Lower Body Assessment	\$ 10.00
CHHS	ATC	329	Upper Body Assessment	\$ 10.00
CHHS	ATC	340	Clinical Practicum III	\$ 30.00
CHHS	ATC	341	Clinical Practicum IV	\$ 30.00
CHHS	ATC	344	Foundations of Rehabilitation	\$ 10.00
CHHS	ATC	354	Clinical Applications of Rehabilitation	\$ 10.00
CHHS	ATC	425	Contemporary Topics in Athletic Training	\$ 20.00
CHHS	ATC	440	Clinical Practicum V	\$ 30.00
CHHS	ATC	441	Clinical Practicum VI	\$ 30.00
CHHS	BMS	111	Introductory Laboratory in Biomedical Sciences	\$ 20.00
CHHS	BMS	111H	Introduction to the Biomedical Sciences (Honors Section)	\$ 45.00
CHHS	BMS	231	Human Genetics with Laboratory	\$ 30.00
CHHS	BMS	307	Human Anatomy	\$ 20.00
CHHS	BMS	321	Biomolecular Interactions	\$ 40.00
CHHS	BMS	330	Food Selection and Preparation for Health	\$ 30.00
CHHS	BMS	331	Food Science	\$ 30.00
CHHS	BMS	391	Home Food Preservation	\$ 25.00
CHHS	BMS	397	Topics in Heart Healthy Cooking	\$ 25.00
CHHS	BMS	497	Topics in Biomedical Sciences	<i>Vary by section</i>
CHHS	BMS	521/622	Molecular Cell Biology	\$ 40.00
CHHS	BMS	525/625	Molecular Biology	\$ 40.00
CHHS	BMS	558/658	Recombinant DNA Techniques	\$ 40.00
CHHS	BMS	645	Clinical Gross Anatomy	\$255.00
CHHS	BMS	707	Medical Human Anatomy	\$255.00
CHHS	BMS	717	Medical Human Anatomy and Radiology	\$255.00
CHHS	BMS	727	Human Gross Anatomy	\$255.00
CHHS	BMS	728	Human Neurophysiology and Anatomy	\$255.00
CHHS	CSD	795/895	Advanced Clinical Practice	\$120.00
CHHS	CSD	796	Supervised Teaching	\$200.00
CHHS	CSD	797	Speech-Language Pathology Externship	\$100.00
CHHS	CSD	844	Auditory Electrophysiology with Laboratory	\$ 40.00

## Appendix A (continued)

### Supplemental Course Fees for Springfield Campus for Fall 2018, Spring 2019, and Summer 2019

College	Course	Number	Title	Amount
CHHS	KIN	106	Sailing	\$ 40.00
CHHS	KIN	107	Intermediate Sailing	\$ 40.00
CHHS	KIN	118	Bowling	\$ 45.00
CHHS	KIN	135	Selected Activities	<i>Vary by section</i>
CHHS	KIN	138	Archery	\$ 12.00
CHHS	KIN	210	Healthy Lifestyle: Preventive Approaches	\$ 10.00
CHHS	KIN	250	Applied Human Anatomy	\$ 10.00
CHHS	KIN	362	Exercise Physiology	\$ 16.00
CHHS	KIN	465	Exercise Prescription: Strength and Conditioning	\$ 10.00
CHHS	KIN	569/669	Health Appraisal & Exercise Testing Techniques	\$ 16.00
CHHS	NUR	303	Art and Science of Nursing I	\$130.00
CHHS	NUR	304	Art and Science of Nursing II	\$130.00
CHHS	NUR	312	Nursing: The Adult Client	\$130.00
CHHS	NUR	322	Nursing: The Childbearing Family	\$130.00
CHHS	NUR	323	Nursing: The Pediatric Client and Family	\$130.00
CHHS	NUR	331	Nursing: The Mental Health Client	\$130.00
CHHS	NUR	342	Nursing: Health Assessment	\$130.00
CHHS	NUR	416	Nursing: The Older Adult Client	\$ 30.00
CHHS	NUR	442	Nursing: Community Health	\$130.00
CHHS	NUR	478	Nursing: Senior Seminar	\$ 30.00
CHHS	NUR	482	Nursing: Leadership and Management	\$130.00
CHHS	NUR	730	Family Practice I	\$225.00
CHHS	NUR	734	Advanced Physical Assessment and Clinical Reasoning	\$225.00
CHHS	NUR	750	Family Practice II	\$225.00
CHHS	NUR	770	Family Practice III	\$225.00
CHHS	NUR	790	Family Nurse Practitioner Advanced Practicum	\$225.00
CHHS	OTE	624	Therapeutic Modalities	\$ 20.00
CHHS	OTE	645	Clinical Gross Anatomy	\$255.00
CHHS	PSY	720	Individual Intelligence Testing	\$150.00
CHHS	PTE	707	Medical Human Anatomy	\$255.00
CHHS	REC	190	Applied Social Recreation	\$ 30.00
CHHS	REC	307	Outdoor Pursuits Land	\$ 15.00
CHHS	REC	309	Outdoor Pursuits Water	\$ 15.00
CHHS	REC	411	Outdoor Pursuits	\$ 8.00
CHHS	REC	451	Outdoor Leadership	\$ 15.00
CHHS	SWK	490	Practicum in Social Work	\$ 75.00
CHHS	SWK	740	Social Work Field Practicum I	\$ 75.00
CHHS	SWK	780	Social Work Field Practicum II	\$ 75.00
College of Humanities and Public Affairs				
CHPA	ANT	351/751	Field Archaeology/Graduate Field Archaeology	\$350.00
CHPA	DSS	ALL	All Defense and Strategic Studies Courses	\$600.00
CHPA	PLS	333	Model United Nations	\$260.00
William H. Darr College of Agriculture				
CAGR	AGB	394	Agricultural Industry Study	\$400.00
CAGR	AGE	337	Agricultural Mechanical	\$ 10.00
CAGR	AGN	216	Soils Lab	\$ 20.00
CAGR	AGN	351	Game Bird Production	\$ 10.00
CAGR	AGN	405	Soil Fertility/Plant Nutrition	\$ 20.00
CAGR	AGN	455	Soil Genesis, Morphology and Classification	\$ 25.00
CAGR	AGN	465	Environmental Soil Science	\$ 25.00
CAGR	AGN	605	Advanced Soil Fertility	\$ 20.00
CAGR	AGP	104	Plant Science Laboratory	\$ 20.00
CAGR	AGP	300	Wine Appreciation for Consumers	\$125.00

## Appendix A (continued)

### Supplemental Course Fees for Springfield Campus for Fall 2018, Spring 2019, and Summer 2019

College	Course	Number	Title	Amount
CAGR	AGP	370	Forage Crops for Animals and the Environment	\$ 10.00
CAGR	AGP	441/641	Vegetable Production/Advanced Vegetable Production	\$ 15.00
CAGR	AGP	543/663	Greenhouse Management	\$ 25.00
CAGR	AGP	573/643	Plant Propagation	\$ 25.00
CAGR	AGP	730	Advanced Topics in Plant Science	\$ 75.00
CAGR	AGR	200	Mini Agriculture – Floral Design Sections	\$125.00
CAGR	AGR	399	Special Topics	Vary by section
CAGR	AGS	101	Animal Science	\$ 20.00
CAGR	AGS	162	Introduction to Riding	\$105.00
CAGR	AGS	163	Introduction to Hunt Seat Equestrian Competition	\$105.00
CAGR	AGS	164	Introduction to Stock Seat Equestrian Competition	\$105.00
CAGR	AGS	262	Riding for Horse Training	\$130.00
CAGR	AGS	263	Intermediate Hunt Seat Equestrian	\$105.00
CAGR	AGS	264	Intermediate Stock Seat Equestrian	\$105.00
CAGR	AGS	302	Reproductive Physiology	\$ 10.00
CAGR	AGS	362	Riding Instruction	\$130.00
CAGR	AGS	363	Advanced Hunt Seat Equestrian	\$105.00
CAGR	AGS	364	Advanced Stock Seat Equestrian	\$105.00
CAGR	AGS	402	Applied Reproductive Techniques	\$150.00
CAGR	AGS	452	Beef Cattle Production	\$ 50.00
CAGR	AGS	453	Stocker and Feedlot Cattle Production	\$ 50.00

Student Teaching Course Fee (per 12-16-week placement)				
Course	Number	Title		Amount
		Assessed courses listed below:		\$175.00
AGE	493	Supervised Teaching (Secondary Agriculture)		
AGE	494	Supervised Teaching (Secondary Agriculture)		
ART	490	Supervised Teaching (Secondary Art and Design)		
ART	491	Supervised Teaching (Elementary Art and Design)		
COM	490	Supervised Teaching (Secondary Speech and Theatre)		
COM	491	Supervised Teaching (Secondary Speech and Theatre)		
ECE	495	Supervised Teaching-Early Childhood		
ECE	496	Supervised Teaching-Early Childhood		
ELE	495	Supervised Teaching (Elementary)		
ELE	496	Supervised Teaching (Elementary)		
ENG	432	Supervised Teaching (Secondary English)		
ENG	433	Supervised Teaching (Secondary English)		
FCS	493	Supervised Teaching (Secondary Family and Consumer Sciences)		
FCS	494	Supervised Teaching (Secondary Family and Consumer Sciences)		
HST	422	Supervised Teaching-Social Studies		
HST	423	Seminar in Supervised Teaching		
KIN	493	Supervised Teaching (Secondary Physical Education)		
KIN	496	Supervised Teaching (Elementary Physical Education)		
MCL	493	Supervised Teaching (Secondary Foreign Language)		
MCL	496	Supervised Teaching (Elementary Foreign Language)		
MID	493	Supervised Teaching (Middle School)		
MID	494	Supervised Teaching (Middle School)		
MTH	493	Supervised Teaching (Secondary Mathematics)		
MTH	494	Supervised Teaching (Secondary Mathematics)		
MUS	494	Supervised Teaching (Elementary General Music)		

## Appendix A (continued)

### Supervision Course Fees for Springfield Campus for Fall 2018, Spring 2019, and Summer 2019

Student Teaching Course Fee (per 12-16-week placement)			
Course	Number	Title	Amount
		Assessed courses listed below:	\$175.00
MUS	496	Supervised Teaching (Secondary Music)	
SCI	493	Supervised Teaching (Secondary Science)	
SCI	494	Supervised Teaching (Secondary Science)	
SPE	495	Supervised Teaching (Special Education)	
SPE	496	Supervised Teaching (Special Education)	
THE	490	Supervised Teaching (Secondary Speech and Theatre)	
THE	491	Supervised Teaching (Secondary Speech and Theatre)	
Supervised Teaching Course Fee (per 16-week placement)			
Course	Number	Title	Amount
SEC	784	Internship in Teaching II – 10 credit hour section	\$350.00
Teacher's Aide Rule Course Fee (per 16-week placement)			
Course	Number	Title	Amount
		Assessed courses listed below:	\$150.00
AGE	499	Clinical Experiences in Teaching II (Agriculture 9-12)	
ART	469	Clinical Experiences in Teaching II (Art K-12)	
COM	493	Clinical Experiences in Teaching II (Speech and Theatre 9-12)	
ECE	499	Clinical Experiences in Teaching II (Early Childhood B-Grade 3)	
ELE	499	Clinical Experiences in Teaching II (Elementary Education 1-6)	
ENG	434	Clinical Experiences in Teaching II (English 9-12)	
FCS	498	Clinical Experiences in Teaching II (Family & Consumer Sciences B-12)	
HST	499	Clinical Experiences in Teaching II (Social Studies 9-12)	
KIN	498	Clinical Experiences in Teaching II (Physical Education K-12)	
MCL	491	Clinical Experiences in Teaching II (Foreign Languages K-12)	
MID	499	Clinical Experiences in Teaching II (Middle School 5-9)	
MTH	496	Clinical Experiences in Teaching II (Mathematics 9-12)	
MUS	499	Clinical Experiences in Teaching II (Music Education K-12)	
SCI	499	Clinical Experiences in Teaching II (Sciences 9-12)	
SPE	499	Clinical Experiences in Teaching II (Special Education K-12)	
THE	493	Clinical Experiences in Teaching II (Speech and Theatre 9-12)	

## Appendix B

### Supplemental Course Fees for West Plains Campus for Fall 2018, Spring 2019, and Summer 2019

Course	Number	Title	Amount
ACC	201	Introduction to Financial Accounting	\$163.00
ACC	220	Payroll Accounting	\$105.00
AGR	101	Animal Science	\$ 20.00
AGR	104	Plant Science Lab	\$ 20.00
AGR	157	Principles of Agricultural Mechanization	\$ 20.00
AGR	162	Introduction to Riding	\$130.00
AGR	163	Introduction to Hunt Seat Equestrian Competition	\$130.00
AGR	164	Introduction to Stock Seat Equestrian Competition	\$130.00
AGR	170	Introduction to Horticulture	\$ 20.00
AGR	171	Controlled Environmental Agriculture	\$ 20.00
AGR	172	Greenhouse Management	\$ 20.00
AGR	173	Aquaponics and Hydroponics	\$ 20.00
AGR	174	Integrated Pest Management	\$ 20.00
AGR	175	Vegetable and Fruit Production	\$ 20.00
AGR	177	Turf Grass Management	\$ 20.00
AGR	178	Landscape Management	\$ 20.00
AGR	191	Evaluation and Performance Appraisal of Horses	\$ 20.00
AGR	196	Dairy and Meat Animal Evaluation	\$ 20.00
AGR	216	Soils Laboratory	\$ 20.00
AGR	262	Riding for Horse Training	\$155.00
AGR	263	Intermediate Hunt Seat Equestrian Competition	\$130.00
AGR	264	Intermediate Stock Seat Equestrian Competition	\$130.00
ALH	100	Certified Nurse Assistant	\$ 15.00
ALH	105	Certified Nurse Assistant Clinical	\$ 85.00
ART	98	Topics in Art and Design	\$ 20.00
ART	100	Two-Dimensional Design	\$ 20.00
ART	101	Three-Dimensional Design	\$ 20.00
ART	115	Drawing I	\$ 20.00
ART	202	Intermediate Design	\$ 20.00
ART	215	Drawing II	\$ 20.00
AST	113	Modern Astronomy	\$ 20.00
AST	114	Survey of Astronomy	\$ 20.00
AST	115	Basic Astronomy	\$ 20.00
BIO	100	Biological Science for Educators	\$ 40.00
BIO	111	Understanding Biology Systems Through Inquiry	\$ 20.00
BIO	121	General Biology I	\$ 20.00
BIO	122	General Biology II	\$ 20.00
BIO	210	Elements of Microbiology	\$ 35.00
BIO	235	Genetics	\$ 35.00
BMS	110	Introduction to the Biomedical Sciences	\$ 20.00
BMS	111	Introduction Laboratory in Biomedical Sciences	\$ 20.00
BMS	231	Human Genetics with Lab	\$ 35.00
BMS	232	Human Genetics Laboratory	\$ 35.00
BMS	267	Human Anatomy	\$ 25.00
BMS	268	Human Physiology	\$ 25.00
CFD	260	Supervised Experience in the Child Development Lab	\$ 45.00
CGP	110	Game Development I	\$ 55.00
CGP	115	Game Art Drawing I	\$ 55.00
CGP	125	Digital & Physical Sculpting	\$ 55.00
CGP	145	Introduction to Computer Programming	\$ 55.00
CGP	150	Introduction to Digital Graphics	\$ 55.00
CGP	155	Flash Development	\$ 55.00

## Appendix B (continued)

### Supplemental Course Fees for West Plains Campus for Fall 2018, Spring 2019, and Summer 2019

Course	Number	Title	Amount
CGP	160	Introduction to 3D Modeling & Animation	\$ 55.00
CGP	170	3D Game Environments	\$ 55.00
CGP	180	Introduction to Multimedia Audio	\$ 55.00
CGP	197	Special Topics in Computer Graphics and Programming (per credit hour)	\$ 20.00
CGP	200	Game Development with Unity	\$ 55.00
CGP	210	SQL Database Management	\$ 55.00
CGP	220	Game Development II	\$ 55.00
CGP	250	3D Character Modeling & Animation	\$ 55.00
CGP	255	Graphic Programming I	\$ 55.00
CGP	260	Advanced 3D Modeling and Animation	\$ 55.00
CGP	265	Graphic Programming II	\$ 55.00
CGP	270	Virtual Media Entrepreneurship	\$ 55.00
CGP	297	CGP Capstone	\$ 55.00
CHM	117	Fundamentals of Chemistry Lab	\$ 20.00
CHM	161	General Chemistry I Laboratory	\$ 20.00
CIS	101	Computers for Learning	\$128.00
CIS	197	Special Topics in Computer Information Systems (per credit hour)	\$ 20.00
CIS	201	Computer Applications for Business	\$128.00
CIS	205	Web Site Design and Development	\$ 55.00
CIS	229	Fundamentals of Computer Information Systems	\$ 55.00
CIS	290	Advanced Microcomputer Applications	\$128.00
CSC	197	Special Topics in Computer Science (per credit hour)	\$ 20.00
EGR	100	Careers in Engineering	\$ 10.00
EGR	110	Introduction to Engineering Design	\$ 30.00
EPR	185	Interpretive Guide Certification	\$140.00
GRY	100	World Regional Geography	\$ 20.00
GRY	197	Geoscience Orientation	\$150.00
HIT	297	Professional Practice in HIT	\$ 70.00
KIN	135	Selected Activities	\$ 30.00
NUR	100	Fundamentals of Nursing	\$155.00
NUR	101	Nursing Systems for the Adult Client I	\$155.00
NUR	190	Nursing Systems for the Adult Client: LPN to RN Program	\$200.00
NUR	201	Nursing Systems for the Promotion of Mental Health	\$ 40.00
NUR	202	Pharmacology	\$ 40.00
NUR	204	Nursing Systems for the Adult Client II	\$200.00
NUR	212	Nursing Systems for the Family	\$200.00
NUR	220	Current Trends and Issues in Nursing	\$150.00
PHY	100	Survey of Physics with Laboratory	\$ 20.00
PHY	101	Physics by Inquiry for Educators	\$ 20.00
PHY	123	Introduction to Physics I	\$ 20.00
PHY	124	Introduction to Physics II	\$ 20.00
PHY	203	Foundation of Physics I	\$ 20.00
PHY	204	Foundation of Physics II	\$ 20.00
QBA	237	Introduction to Business Statistics	\$135.00
RDG	125	College Reading and Efficient Study Techniques	\$ 30.00
RST	120	Introduction to Respiratory Care/The Respiratory Care Professional	\$150.00
RST	132	Mechanical Ventilation I	\$180.00
RST	210	Respiratory Equipment and Therapeutics	\$150.00
RST	245	Cardiopulmonary Diagnostics	\$180.00
RST	297	Advanced Respiratory Care Theory (Capstone)	\$180.00
TEC	200	Alternative Energy – Electricity & Electronics	\$ 55.00
TEC	245	Mechanical Systems and Fluid Power	\$ 55.00



## Appendix B (continued)

### Supplemental Course Fees for West Plains Campus for Fall 2018, Spring 2019, and Summer 2019

Course	Number	Title	Amount
TEC	260	Alternative Energy – Biofuels	\$ 55.00
TEC	265	Alternative Energy – Solar	\$ 55.00
TEC	270	Alternative Energy – Wind	\$ 55.00
TEC	275	Automated Manufacturing	\$ 55.00
VIN	111	Introduction to Viticulture & Vineyard Establishment	\$ 60.00
VIN	212	Winter Viticulture Technology	\$ 60.00
VIN	214	Spring Viticulture Technology	\$ 60.00
VIN	215	Summer/Fall Viticulture Technology	\$ 60.00
VIN	246	Fall Intermediate Enology	\$ 60.00
VIN	247	Winter/Spring Intermediate Enology	\$ 60.00
VIN	257	Wine Production Internship	\$120.00
VIN	259	Cellar Operations Technology	\$120.00
VIN	266	Sensory Evaluation	\$120.00
VIN	268	Wine & Must Analysis	\$120.00

#### Exceptions: Supplemental Course & Section Fees\*

FCA	150	Culinary Arts I*	\$2,411.00
FCA	155	Culinary Arts II*	\$2,411.00
LWE	190	LWE 190 Basic Law Enforcement Academy I** (9 credit hours)	\$3,125.00
LWE	191	LWE 191 Basic Law Enforcement Academy II** (9 credit hours)	\$3,125.00
TEC	111	Manufacturing Materials & Processes*	\$ 674.00
TEC	123	Employment in Manufacturing Occupations*	\$ 619.00
TEC	165	Manufacturing Technology*	\$ 674.00
TEC	175	Welding Technology*	\$ 719.00

\*A large portion of the course fee is dictated by the South Central Career Center.

\*\*A large portion of the course fee is dictated by the Missouri Sheriffs' Training Academy.