

MISSOURI STATE UNIVERSITY

Fees No.
2012-2013 Fee Schedule

BOARD RESOLUTION

BE IT RESOLVED by the Board of Governors for Missouri State University that the following fee schedule be adopted, effective July 1, 2012.

Springfield Campus

I. Required Student Fees

	<u>Missouri Residents</u>	<u>Non-Missouri Residents</u>
A. <u>Tuition (Fall 2012, Spring 2013, and Summer 2013)*</u>		
1. Regular Instruction (per credit hour)		
Courses numbered 1-599	\$200.48	\$412.00
Courses numbered 600-999 (not listed below)	\$242.00	\$484.00
College of Health and Human Services	\$267.00	\$509.00
All PAS Courses – 600-899		
All CSD Courses – 800-999		
BMS 620, 622, 661, 665, 669, 700, 727		
All PTE Courses – 600-999		
All ANE Courses – 600-799	\$267.00	\$267.00
* See listing under Section E. Exceptions to the Tuition Schedule		
2. Internet Based Instruction (per credit hour)		
Regular Internet (Missouri State Online)		
All courses not listed below	\$275.00	\$275.00
College of Health and Human Services	\$300.00	\$300.00
All PAS Courses – 600-899		
All CSD Courses – 800-999		
BMS 620, 622, 661, 665, 669, 700, 727		
All PTE Courses – 600-999		
NUR 700,701,703,707,711,761,772,788		
NUR Courses – 800-999		
Master of Science in Administrative Studies Program*	\$250.00	\$250.00
ACC 600, CIS 600, COM 611, COM 617,		
COM 621, COM 713, COM 718, COM 732,		
COM 736, CRM 710, CRM 740, CRM 745,		
CRM 750, CRM 770, KIN 733, KIN 739,		
KIN 780, KIN 798, PLS 651, PLS 717,		
PLS 719, PLS 756, PSY 776		

Fee Schedule, effective July 1, 2012

Master of Science in Computer Information Systems* CIS 732, 734, 736, 738, 740, 742, 744, 746, 747, 748, 750, 752, 754, 756	\$410.00	\$410.00
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* Courses specifically listed in the Graduate Catalog as applicable to the program requirements for the Master of Science in Administrative Studies and the Master of Science in Computer Information Systems programs that are offered via the internet will be assessed at this rate, excluding all TCM courses. The TCM courses applicable toward the Administrative Studies program will be assessed at the College of Business Administration internet rate. The courses listed here are those in effect as of April 2011.

3. Courses offered at BearNet locations other than Springfield (including ITV Instruction) (per credit hour)

Missouri locations: Branson, Joplin, Lebanon, Monett, Mountain Grove, Neosho, Nevada, West Plains; Oklahoma locations: El Reno, Miami; Arkansas: Harrison

Courses numbered 1-599	\$200.48*	\$200.48*
Courses numbered 600-899	\$242.00	\$242.00
EAD Courses numbered 900-999	Based on MU Missouri resident rate	

* The Student Services Fees will not be assessed for sections identified as: Intersession, iCourse, Internet, and courses taught in any location other than Springfield Campus. Sections identified as short will only be assessed Student Services Fees if the class is scheduled to meet on campus more than four times.

B. Student Services Fees (assessed in addition to Tuition)*

Credit Hour	Fall 2012 and Spring 2013						
	1	2	3	4	5	6	7 or more
Student Initiatives							
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
Bill R. Foster and Family Recreation Center *	30.00	38.00	46.00	54.00	62.00	70.00	80.00
USA Readership Program	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
Equipment & Facilities	35.00	50.00	64.00	78.00	93.00	107.00	149.90
Operating & Designated Funds							
Computer Usage	43.66%	43.66%	43.66%	43.66%	43.66%	43.66%	43.66%
JK Hammons Hall for the Performing Arts	0.71%	0.71%	0.71%	0.71%	0.71%	0.71%	0.71%
Auxiliary System Funds							
Capital Projects - PSU	15.85%	15.85%	15.85%	15.85%	15.85%	15.85%	15.85%
Plaster Sports Complex	6.46%	6.46%	6.46%	6.46%	6.46%	6.46%	6.46%
Hammons Student Center	31.57%	31.57%	31.57%	31.57%	31.57%	31.57%	31.57%
JQH Arena	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%	1.75%
Auxiliary System Operating	37.00	49.00	60.00	72.00	83.00	95.00	116.10
Plaster Student Union	21.97%	21.97%	21.97%	21.97%	21.97%	21.97%	21.97%
Taylor Health Center **	48.67%	48.67%	48.67%	48.67%	48.67%	48.67%	48.67%
Transit System - Shuttle	29.36%	29.36%	29.36%	29.36%	29.36%	29.36%	29.36%
Total	127.00	165.00	201.00	238.00	275.00	312.00	389.00

Fee Schedule, effective July 1, 2012

	<u>Summer 2013</u>			
	1	2	3	4 or more
Student Initiatives				
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
Bill R. Foster and Family Recreation Center *	17.00	27.00	35.00	45.00
USA Readership Program	0.00	0.00	0.00	0.00
Sustainability Fee	0.00	0.00	0.00	0.00
Equipment & Facilities	25.00	39.00	53.00	66.90
Operating - Designated				
Computer Usage	31.38%	31.38%	31.38%	31.38%
JK Hammons Hall for the Performing Arts	0.69%	0.69%	0.69%	0.69%
Auxiliary System				
Capital Projects - PSU	20.13%	20.13%	20.13%	20.13%
Plaster Sports Complex	7.83%	7.83%	7.83%	7.83%
Hammons Student Center	38.27%	38.27%	38.27%	38.27%
JQH Arena	1.70%	1.70%	1.70%	1.70%
Auxiliary System	36.00	46.00	57.00	70.10
Plaster Student Union	21.11%	21.11%	21.11%	21.11%
Taylor Health Center **	49.53%	49.53%	49.53%	49.53%
Transit System - Shuttle	29.36%	29.36%	29.36%	29.36%
Total	96.00	133.00	169.00	209.00

- * 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 and Family Recreation Center Fee for that semester will be assessed the difference.
- ** Each semester upon initial use of the Taylor Health and Wellness Center services, students who have not been assessed the full amount of the Health Center Fee for that semester will be assessed the difference.

C. 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 is 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.**

D. Exceptions to the Required Student Fee Schedule

The Provost has the authority to approve exceptions to the above required student fee schedule. The Provost or a designee may also specify courses or students for which the student services fee will not be assessed. These will generally be courses for which the students are not required to come to the campus for more than a short period of time.

E. Exceptions to the Tuition Schedule

	<u>Missouri Residents</u>	<u>Non-Missouri Residents</u>
<i>Per Credit Hour</i>		
High School Dual Credit	\$ 97.00	\$97.00
EAD (Educ Admin) 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 199, 200, 201 (e)	Based on MO S & T rates	

Study Away (f)

Flat fee in place of per credit hour

GEN 598 and GEN 798	\$ 75.00	\$ 75.00
MIL 225 and MIL 325	\$150.00	\$150.00

- a) Courses at the 900 level with the EAD prefix will be assessed a fee based upon the University of Missouri-Columbia 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 School of Teacher Education 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 administered by MSU (i.e., courses that are transcribed as MSU credit, not transfer credit), tuition will be assessed at the Missouri resident rate for both residents and non-residents. This does not apply to students registered for placeholder (tracking) courses with a study away indicator that are associated with courses they are taking through other colleges or universities for which transfer credit will be awarded. (Additional program fees will be assessed.)

F. Other Enrollment Fees

	<u>Missouri Residents</u>	<u>Non-Missouri Residents</u>
Upper-level Undergraduate College of Business Administration Course Fee (per credit hour) All COBA courses – 300-599 (except BSE 493, 494 and 499, and FCS 493, 494 and 498) (applies to Internet-Based Instruction as well)	\$25.00	\$25.00
Graduate College of Business Administration Course Fee (per credit hour) College of Business Administration All ACC Courses – 601-799 All BUS Courses – 600-799 All CIS Courses – 601-799 All FIN Courses – 600-799 All INS Courses – 600-799 All LAW Courses – 600-799 All MGT Courses – 600-799 All MKT Courses – 600-799 All QBA Courses – 600-799 All TCM Courses – 600-799 (applies to Internet-Based Instruction as well – see exception*)	\$32.00	\$32.00

*Courses specifically listed in the Graduate Catalog as applicable to the program requirements for the Master of Science in Computer Information Systems programs that are offered via the internet will be assessed at Master of Science in Computer Information Systems rate (see Internet-Based Instruction).

G. Supplemental Course and Program Fees

1. Supplemental Course, Program and Confirmation 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.

2. Program and Confirmation Fees

- a) A Program Fee, in addition to per-credit-hour fee for Nurse Anesthesia enrollment (Clinical Fee per-term of enrollment) of \$2,200.00, will be assessed to cover the cost of clinical instruction and supervision.
- b) Students offered admission to the College of Health and Human Services Graduate Health Programs (Doctorates in Audiology, Physical Therapy, and Nursing Practice; Master of Science in Nurse Anesthesia and Physician Assistant Studies, 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.

- H. 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” or “non-resident fees.”

II. Required Student Fees Refund Schedules

A. Refunds of Tuition and Other Enrollment Fees

1. 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 semester	75%
Days 11 through 20 of semester	50%
Days 21 through 40 of semester	25%
After the 40 th day of semester	No refund

2. 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

3. Refunds for Classes with a Term* of 20 days or more (including Summer) but less than full semester:

The refund for classes with a term* of 20 days or more (including Summer) 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 0.133×25 or 3.325, which will be rounded down to day 3; the 50% refund deadline for a 25-day term is 0.267×25 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.*

B. Student Services Fee Refunds

100% of Student Services Fees will be refunded for full semester 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 less than full semester) dropped on or before the second day of the term.

For classes dropped outside of 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 fee (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 services fee (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.

C. 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.

D. 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.

E. Exceptions to the Required Student Fees Refund Policy

Requests for exceptions to the refund policy must be submitted in writing to the Office of Registrar, Room 320 Carrington Hall, Missouri State University, and must be accompanied by appropriate supporting documentation. The Refund Exception Committee, consisting of representatives from MSU faculty and staff, is charged with considering and approving exceptions to the fee refund policy. The Committee will meet monthly to review appeals. 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.

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%). Approved appeals are prorated based on the documented date of the extenuating circumstance and the refund percentage in place during the documented time.

The University will consider requests for full refunds of tuition and fees 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 account (e.g., bookstore, Taylor Health Center, etc.);
- Did not have any financial aid returned causing the returned aid to be placed on the student's account;
- Withdrew from all classes by the last day to drop as indicated on the academic calendar;
- 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.

Exceptions may also be made when courses 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.

III. Orientation and Admission Application Fees

- SOAR orientation: A \$100.00 fee will be required for the two-day program, and a \$50.00 fee will be required for the one-day program.
- There is a \$30.00 fee for the first family member and a \$30.00 fee for each additional family member.
- There is a \$20.00 per-person-per-night charge to stay in Hutchens House.
- A non-refundable admission application fee will be required of all first-time applicants:

Undergraduate, degree-seeking programs	\$35.00
Graduate programs	\$35.00
International applicants	\$50.00
- The application fees will not apply toward payment of the Required Student Fee.
- Students applying for their initial admission as undergraduate, non-degree seeking students or post-baccalaureate 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 first-time freshman applicants. Waivers may be granted to students whose counselors document that they are eligible for the free or reduced lunch program in their school systems. Waivers may also be granted to students whose counselors submit a signed National Association for College Admission Counseling fee waiver form on their behalf and to students who document that they have qualified for a waiver of the ACT registration fee.

IV. Late Admission Application and Late Registration Fees

- Late admission application fee (non-refundable): The fee for individuals making application for admission after the published deadline is \$25.00. This fee, which is in addition to the regular application fee, is assessed at the time of application and is non-refundable. The late application fee is waived for students applying for readmission or for admission under the non-degree undergraduate or post-baccalaureate classification.
- Late registration fee (non-refundable): The fee for students who complete their initial registration for full-semester classes after the semester has begun is \$25.00 during the fall and spring semesters. This fee is assessed at the time of registration. Students who apply late and register late are assessed both fees.
- The late admission application and the late registration fees are waived for students registering only for short courses, workshops, seminars, and other special courses which do not begin until after the regular (fall, spring or summer) semester has begun.

V. Music Fee

- The fee for private music lessons taken by Missouri State University students is \$60.00 per semester for one-half hour session per week. The fee for a one-hour session per week is \$105.00 per semester. For less than a full semester, the fee is \$5.00 per half-hour session.

- The musical instrument rental fee is \$20.00 per instrument per semester. The rental fee is to cover normal maintenance of the instruments. In addition, the students will pay the cost of any extraordinary repairs to the instruments.
- The fee for the Band Camp and fees for dress uniforms and equipment will vary from year to year based on actual costs of services and equipment.
- The rental fee for music lockers is \$15.

VI. PE Lockers (Fall, Spring, and Summer)

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

VII. Career Center Fees

Currently enrolled Missouri State University Students/Alumni

Registration	\$ 20.00
Requests for credentials processing	\$ 5.00 per set

Non-Missouri State University Students/Alumni

Registration	\$ 50.00
Career/Job Search/Resume Assistance	\$ 30.00 each visit

VIII. Student Judicial Programs – Alcohol & Drug Fines

Drug Paraphernalia – First Violation	\$ 45.00
Marijuana – First Violation	\$ 80.00
Alcohol – First Violation	\$ 45.00
Alcohol – Second Violation	\$ 90.00
Alcohol – Third Violation	\$135.00

IX. 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.

X. 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. If the returned check was used to pay required student fees, the student will also be assessed the late fee set forth in Section IV as applicable. If a student re-registers, a late fee will be assessed. This late fee is in addition to the returned check charge.

XI. Credit Card Processing Fee

Missouri State University contracts with a third party to process credit card payments to pay balances on accounts for charges. MasterCard, Discover, and American Express are the only approved credit cards that will be accepted. Visa does not participate in variable fee programs. The third party processing company will charge a separate convenience fee of 2.75%, which will apply to all credit card payments. The University does not share in this fee. Payments made by check or electronic check will not have a fee.

XII. Study Away Processing Fee

A \$75.00 fee must be paid by students who participate in the Study Away programs. The fee includes purchase of the International Student ID card.

XIII. Diploma/Transcript Fees

- A \$20.00 fee is charge for the issuance of a reissued diploma or reissued certificate.
- There will be no charge for reasonable and routine transcript requests.
- A \$20.00 delivery fee will be charged for transcripts, enrollment verifications, and other documents sent via express or overnight mail from the Office of the Registrar (domestic deliveries within the U.S. only).

XIV. 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.

XV. Child Development Center Fees

A \$100.00 non-refundable registration fee will be required at the time of application.

Program charges will be assessed on a per-week basis for the following:

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|--------------------------------------|----------|
| • Infants (six weeks to one year) | \$190.00 |
| • Toddlers (one to two years) | \$190.00 |
| • Two-Year-Olds (two to three years) | \$165.00 |
| • Preschool (three to five years) | \$130.00 |

XVI. Greenwood Laboratory School

Fees:

<u>Grades</u>	<u>School Year</u>
Kindergarten	\$5,000.00
1 – 8	\$5,000.00
9 – 12	\$5,190.00

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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.

Textbook Rental Fee:

Kindergarten through grade 3	\$100.00
Grades 4 through 6	\$125.00
Grades 7 and 8	\$150.00
Grades 9 through 11	\$175.00
Grade 12	\$150.00

Elementary Fees – Grades Primary – 6

Vocal Music (purchase music, support performances)	\$ 20.00
Art (consumable supplies used in class)	\$ 10.00
Honors Program	\$ 15.00

Secondary Fees – Grades 7 – 12

Locker Fee	\$ 25.00
Instrumental Music (purchase music, repair/replace instruments, and equipment)	\$ 50.00
Vocal Music (purchase music, support performances)	\$ 30.00
Chamber Music	\$ 20.00
Advanced Music Fee	\$ 75.00
Art (consumable supplies used in class)	\$ 40.00
Foreign Language (software and consumable supplies)	\$ 20.00
Secondary Software (software in lieu of textbook purchase)	\$ 50.00
Extracurricular Activities – per sport (equipment, transportation)	\$120.00
Cheerleading	\$120.00
Debate	\$120.00
Computer Class & Independent Study	\$ 50.00

Elementary & Secondary Fees – Grades Primary – 12

Technology Fee	\$100.00
Processing Fee – New Application	\$ 40.00

Dual Enrollment and Dual Credit

Dual enrollment at Missouri State University is available to Greenwood students. 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.

XVII. 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.

XVIII. Supervised Teaching/Certification Fees

- Supervised teaching (see Appendix A) \$135.00 per 8-week placement
- Supervised teaching (see Appendix A) \$270.00 per 16-week placement
- Clinical Experience in Teaching II (see Appendix A) \$150.00 per 16-week placement
- Supervised teaching outside of service area \$200.00 per 8-week placement
- Supervised teaching credit evaluation fee \$ 45.00 per credit hour
- Post-Baccalaureate Teacher Certification/
Transcript Analysis fee \$ 50.00

XIX. English Language Institute

Fall 2012, Spring 2013 and Summer 2013 Tuition and Fees

(Per 8-week session)

<u>Tuition</u>	<u>Activity/Lab Fee</u>
\$2,200.00	\$125.00

XX. Missouri Public Affairs Academy

A non-refundable \$50 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.

XXI. International Students Health Insurance Fee

This fee will be charged each semester at the time of registration to all students for whom Missouri State University has issued student visa documents. Students registered for Spring will be covered for the following Summer term. The amount will be different each semester and will change annually as determined by the bidding process.

Fall 2012	\$ 637.00
Spring/Summer 2013	\$ 637.00
Annual	\$1,274.00
Summer 2013 only (for students not attending Spring)	\$ 269.00

XXII. Library Fines

<u>Loan Period</u>	<u>Fine Rate</u>	<u>Maximum</u>
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	
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
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	
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.

XXIII. Housing Fees

A. Residence Halls (rates include utilities and cable television service, unlimited access to washers and dryers and ability to print 500 double-sided pages from their hall’s reception desk.)

1. Fall 2012 and Spring 2013

Room and Board Facilities (pricing reflects the unlimited access meal plan and lowest declining dollar plan options selected)

	<u>Per Semester</u>	<u>Per Year</u>
Scholars House	\$4,240.00	\$8,480.00
Woods, Freudenberger, Wells – Rooms	\$3,610.00	\$7,220.00
Blair-Shannon, Kentwood, Wells – Suites	\$3,800.00	\$7,600.00
Kentwood – Single Room (Additional \$380/Semester)	\$4,180.00	\$8,360.00
Hammons House and Hutchens House		
Two-person suite	\$4,648.00	\$9,295.00
Four-person suite	\$4,240.00	\$8,480.00

Fee Schedule, effective July 1, 2012

Sunvilla Tower		
Two-person apartment	\$3,563.00	\$7,126.00
Three-person apartment	\$3,330.00	\$6,660.00
Five-person apartment	\$3,097.00	\$6,194.00

2. Summer 2013

Room and Board (19-meal-per-week plan and lowest declining dollar option.)	
Double room	\$1,635.00
Single room	\$2,061.00

3. Single occupancy may be approved for the Fall and Spring semesters only if space is available. An additional charge equal to 1 ½ times the double occupancy rate will be made for a single occupancy. The prices above do NOT reflect a \$12 per semester/\$24 per academic year Residence Hall Association Activity Fee.

4. Guest Housing

\$30.00/night for a two-person room (Rooms 121,124, or 126)
 \$40.00/night for one room within a four-person suite
 \$50.00/night for a full four-person suite

B. Conferences and Institutes (effective May 1, 2013)

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

Rates for children (age 3-12) accompanying parents is \$5.00 per day
 SOAR overnight housing - \$25.00 per night
 Athletic groups - \$15.00 per night

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

C. Residence Hall Deposit

A security deposit is required of all new applicants for University housing

* Traditional residence hall deposit \$100.00

* 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 on the reverse side of the *Student Housing Contract*.

D. Other Fees/Fines

Telephone Account Set-Up and Activation	\$50.00
Local Telephone Service (per month)	\$20.00
Key Replacement (mail box, room, hall)	\$10.00
Recore Room/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 250/semester/500 year, per page)	\$.25
Improper Checkout	\$75.00
Damages	Various

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

XXIV. Safety and Transportation

A. Parking Permits* (Students/Faculty/Staff)

	<u>Students/Faculty/Staff*</u>		
	<u>Fall & Spring</u> <u>Rate</u>	<u>Summer</u> <u>Semester</u>	<u>Per</u> <u>Year</u>
Commuter**	\$ 76.00	\$20.00	\$ 96.00
Residence Hall	\$136.00	\$20.00	\$156.00
Reserved**	N/A	N/A	\$150.00
-Second Reserved**	N/A	N/A	\$ 10.00
Evening**	\$ 40.00	\$20.00	\$ 60.00
Service Vehicle	N/A	N/A	\$150.00
Vendor	N/A	N/A	\$150.00
Motorcycle	N/A	\$ 7.00	\$ 18.00
Overnight*****	N/A	N/A	\$325.00
Metered Parking:			\$.75 per hour
Pass Per Day:***			
Commuter		\$2.00	
Reserved lots		\$2.00	
Visitor Week Pass:***			
Commuter/Residence Hall		\$8.00	
Reserved lots		\$8.00	

Fee Schedule, effective July 1, 2012

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

B. Parking Violation Fines

1. Permit not present	\$ 23.00
2. Altered/Stolen Permit	\$125.00
3. Permit does not apply to zone	\$ 23.00
4. No parking zone	\$ 23.00
5. Not parked wholly in space	\$ 18.00
6. No disabled permit	\$ 75.00
7. Overtime parking	\$ 18.00
8. Obstructing traffic	\$ 23.00
9. Reserved zone	\$ 30.00

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.

C. Auto Clamp Removal Fee \$ 50.00

D. Bike Lock Removal Fee \$ 25.00

E. Key Control – Replacement Keys (loss or theft)

Standard key	\$ 25.00
Outside door key	\$ 50.00
High security key	\$250.00
Campus master key	\$500.00
Maximum contractor fine for lost/stolen keys	\$10,000.00

XXV. Taylor Health and Wellness Center

Office Visit Type	Student	Faculty/Staff/Retirees/Household
Basic Visit	----	\$39.00
Detailed Visit	\$39.00	\$59.00
Comprehensive Visit	\$59.00	\$79.00

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

Students assessed the full Springfield service fee	No additional cost	
Students not assessed the full Springfield service fee		
Fall or Spring semester	\$80.00/semester or balance of full student service fee	
Summer	\$45.00 or balance of full student service fee	
Former students (between Fall 2007 and Spring 2012) who paid the FRC phased-in student fees	One full semester credit = One 4-month membership (expires 5-31-2016)	
MSU full-time employees (current and retired)	\$18.00/month	\$205.00/year
Active alumni, MSU affiliates and household members (18 and older)	\$26.00/month	\$280.00/year
	(minimum four-month membership required for monthly rate)	

Non-Member MSU

<u>One-Day Pass</u>	<u>Guest Rate</u>	<u>Employees/Students not assessed the student service fee</u>
One-day pass (No Climbing Wall or Group Fitness)	\$7.00	\$5.00
Climbing Wall	Day Pass plus \$3.00	Day Pass plus \$3.00
Group Fitness (BearFit)	Day Pass plus \$3.00	Day Pass plus \$3.00
Child One Day Pass during Family Hours (includes Climbing Wall)	\$3.00	N/A

XXVII. 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

XXVIII. Facility Fees

Non-Missouri State University events

Hammons Student Center	\$1.00 per ticket
JQH Arena	\$2.00 per ticket
JKH Hall for the Performing Arts	\$1.75 per ticket

XXIX. 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 reserving its discretion to further modify fees and charges as it determines necessary and appropriate.

Gordon Elliott,
Chair of the Board

Passed at the meeting of
March 30, 2012

John W. McAlear, Secretary

West Plains Campus

I. Required Student Fees:

A. Tuition (Fall 2012, Spring 2013, and Summer 2013)

	<u>Missouri</u>	<u>Non-Missouri</u>
	<u>Residents</u>	<u>Residents</u>
Undergraduate course per-hour fee	\$111.00	\$222.00

- Students taking **only online classes** have the option to self-pay the Professional Services fee and/or the Student Activity fee and/or the Student Recreation Center Fee. Students who take a combination of online and on-campus courses are assessed the fees. However, in order to qualify for the Professional Services fee, the combination of credit hours must total at least 6 hours. If the Professional Services fee (including Health Services) is refunded because billable hours drop below 6, the student will be given the opportunity to have the service reinstated. Students electing these fees must pay the fee(s) no later than the close of business the second Friday of full semester classes.
- **Non-degree seeking students** enrolled in one or two credit hours are not charged student services fees (except for the Computer & Technology Usage Fee).
- **Corporate Education** course fees will be negotiated on a case-by-case basis. The Computer & Technology Usage Fee will be charged to all corporate sites.

B. Student Services Fees (assessed in addition to Tuition)

Fall 2012 and Spring 2013

Summer 2013

Credit Hours	Capital Projects *	Computer & Technology Usage	Student Activity	Professional Services **	Student Recreation Center	Totals
1	\$15.00	\$5.00	\$17.00	\$0.00	\$25.00	\$62.00
2	\$15.00	\$10.00	\$17.00	\$0.00	\$25.00	\$67.00
3	\$15.00	\$15.00	\$17.00	\$0.00	\$25.00	\$72.00
4	\$15.00	\$20.00	\$17.00	\$0.00	\$25.00	\$77.00
5	\$15.00	\$25.00	\$17.00	\$0.00	\$25.00	\$82.00
6	\$15.00	\$30.00	\$17.00	\$15.00	\$25.00	\$102.00
7	\$15.00	\$35.00	\$17.00	\$15.00	\$25.00	\$107.00
8	\$15.00	\$40.00	\$17.00	\$15.00	\$25.00	\$112.00
9	\$15.00	\$45.00	\$17.00	\$15.00	\$25.00	\$117.00
10	\$15.00	\$50.00	\$17.00	\$15.00	\$25.00	\$122.00
11	\$15.00	\$55.00	\$17.00	\$15.00	\$25.00	\$127.00
12	\$15.00	\$60.00	\$17.00	\$15.00	\$25.00	\$132.00
13	\$15.00	\$65.00	\$17.00	\$15.00	\$25.00	\$137.00
14	\$15.00	\$70.00	\$17.00	\$15.00	\$25.00	\$142.00
15	\$15.00	\$75.00	\$17.00	\$15.00	\$25.00	\$147.00
16	\$15.00	\$80.00	\$17.00	\$15.00	\$25.00	\$152.00
17	\$15.00	\$85.00	\$17.00	\$15.00	\$25.00	\$157.00
18 or more	\$15.00	\$90.00	\$17.00	\$15.00	\$25.00	\$162.00

Credit Hours	Capital Projects *	Computer & Technology Usage	Student Activity	Student Recreation Center	Totals
1	\$ 15.00	\$ 5.00	\$ 8.50	\$25.00	\$53.50
2	\$ 15.00	\$10.00	\$ 8.50	\$25.00	\$58.50
3	\$ 15.00	\$15.00	\$ 8.50	\$25.00	\$63.50
4	\$ 15.00	\$20.00	\$ 8.50	\$25.00	\$68.50
5	\$ 15.00	\$ 25.00	\$ 8.50	\$25.00	\$73.50
6	\$ 15.00	\$30.00	\$ 8.50	\$25.00	\$78.50
7	\$ 15.00	\$35.00	\$ 8.50	\$25.00	\$83.50
8	\$ 15.00	\$40.00	\$ 8.50	\$25.00	\$88.50
9	\$ 15.00	\$45.00	\$ 8.50	\$25.00	\$93.50
10	\$ 15.00	50.00	\$ 8.50	\$25.00	\$98.50
11	\$ 15.00	\$55.00	\$ 8.50	\$25.00	\$103.50
12	\$ 15.00	\$60.00	\$ 8.50	\$25.00	\$108.50
13	\$ 15.00	\$65.00	\$ 8.50	\$25.00	\$113.50
14	\$ 15.00	\$70.00	\$ 8.50	\$25.00	\$118.30
15	\$ 15.00	\$75.00	\$ 8.50	\$25.00	\$123.50
16	\$ 15.00	\$80.00	\$ 8.50	\$25.00	\$128.50
17	\$ 15.00	\$85.00	\$ 8.50	\$25.00	\$133.50
18 or more	\$ 15.00	\$90.00	\$ 8.50	\$25.00	\$138.50

- * Capital Projects: \$7.50 for capital projects approved by SGA; \$7.50 for campus grounds and parking maintenance and repairs.
- ** This fee is assessed to students enrolled in six hours or more.

C. 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 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.**

D. 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.
- The Dean of Academic Affairs or a designee may also specify courses or students for which the student services fee will not be assessed. These will generally be courses for which the students are not required to come to the campus for more than a short period of time.

E. Exceptions to the Tuition Schedule

<i>Per Credit Hour</i>	Missouri <u>Residents</u>	Non-Missouri <u>Residents</u>
High School Dual Credit*	\$ 56.00	\$ 56.00
NUR Courses**	\$140.00	\$280.00
RST Courses **	\$134.00	\$268.00
Online Courses***	\$126.00	\$126.00

*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 not charged student services fees. 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, RST 120.

*** **Online courses** are not charged student services fees except for the Computer & Technology Usage Fee. If not assessed, a student at his/her option may pay the Professional Services Fee (if enrolled in 6 or more hours) and/or the Student Activity Fee and/or the Student Recreation Center Fee and receive the associated benefits. Students electing these fees must pay the fee(s) no later than the close of business the second Friday of full semester classes.

II. Admission Application Fee

- A \$15.00 non-refundable admission application fee will be required of all first-time applicants for admission.
- The application fee will not apply toward payment of the Required Student Fee.
- The admission application fee is waived for faculty and staff and their dependents who are qualified for course fee waivers according to the University personnel policy.

- In hardship cases, the Office of Admissions is authorized to waive the admission application fee for first-time freshman applicants. Waivers may be granted to students whose counselors document that they are eligible for the free or reduced lunch program in their school systems. Waivers may also be granted to students whose counselors submit a signed National Association for College Admission Counseling fee waiver form on their behalf and to students who document that they have qualified for a waiver of the ACT registration fee.

III. 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 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.

IV. Lost Identification Card Fee

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

V. 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.

VI. Credit Card Processing Fee

Missouri State University contracts with a third party to process credit card payments to pay balances on accounts for charges. MasterCard, Discover, and American Express are the only approved credit cards that will be accepted. Visa does not participate in variable fee programs. The third party processing company will charge a separate convenience fee of 2.75%, which will apply to all credit card payments. The University does not share in this fee. Payments made by check or electronic check will not have a fee.

VII. Graduation Fee

- A \$55.00 fee must be paid before students will be eligible to receive their diplomas and final transcripts.
- A \$20.00 fee is charged for the second and each successive degree received by students graduating with multiple associate degrees. This fee must be paid before

students will be eligible to receive their additional diplomas and final transcripts indicating the completion of multiple degrees.

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

VIII. Diploma/Transcript Fees

- A \$20.00 fee is charged for the issuance of a reissued diploma or reissued certificate.
- There will be no charge for reasonable and routine transcript requests.
- 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.

IX. Financial Aid Fees

Short-Term Loan Service Charge

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

X. Required Student Fees Refund Schedules:

Refunds are determined separately for tuition, student services 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.

A. Refunds of Tuition

1. Tuition Refunds for Full Semester-Length Classes (Fall and Spring):

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 40th day of semester

No Refund

2. Tuition 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 Days	Prior to Day 1	n/a	n/a	n/a
2 Days	1	n/a	n/a	n/a
3 Days	1	2	n/a	n/a
4 Days	1	2	n/a	3
5 Days	1	2	3	4
6 Days	1	2	3	4
7 Days	1	2	3	4
8 Days	1	2	3	4
9 Days	1	2	3	5
10 Days	1	2	3	5
11 Days	1	2	3	6
12 Days	1	2	4	7
13 Days	1	2	4	7
14 Days	1	2	4	8
15 Days	1	2	4	8
16 Days	1	2	5	9
17 Days	1	3	5	9
18 Days	1	3	5	10
19 Days	1	3	5	10

3. Tuition Refunds for Classes with a Term* of 20 days or more (including Summer):

The refund for classes with a term* of 20 days or more (including summer) 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 0.133×25 or 3.325, which will be rounded to day 3; the 50% refund deadline for a 25-day term is 0.267×25 or 6.675, which will be rounded up to day 7). The Office of Registration and Records 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 these 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.*

B. Student Services Fee Refunds

100% of Student Services Fees will be refunded for full semester 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 dropped on or before the second day of the term.

For classes dropped outside of 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 (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 services 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.

C. Supplemental Course Fee Refunds

If a student drops during the 100% refund period for tuition (as indicated above) 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.

D. 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.

E. Refunds for Non-Attendance

Missouri State University – West Plains will consider requests for full refunds of tuition and fees 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 account (e.g., bookstore, food service, etc.);
- Did not have any financial aid returned causing the returned aid to be placed on the student's account;
- Withdrew from all classes by the last day to drop as indicated on the academic calendar;
- Submitted a tuition appeal to the Office of Registration and Records;
- Has not been given a full refund for non-attendance for a previous semester.

XI. Changes of Schedule

- A. 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 Section X). 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.
- B. 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.

XII. 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 Office of Registration and Records. Appeals must be submitted in writing to the Office of Registration and Records 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:

1. Discrepancy Reporting – Instructors will monitor class rosters through My Grizzly Den. After the first week of class, instructors will report students who meet the following conditions:
 - a. A student is attending class but is not on their class roster.
 - b. A student is listed on the class roster but is not attending class.In either case, the Office of Registration and Records notifies the students via letter and requests they contact the office immediately to resolve the situation.
2. Mid-Term Grade Reporting – Students earning D’s and F’s on their mid-term grade report are contacted via their University e-mail address, notifying them of their grade, and encouraging them to take steps to improve their grade through various means. If a student has not been attending classes, and did not take proper steps to withdraw after being reported by instructors on Discrepancy Reporting, this e-mail may generate a response.

If a student receives all F’s on his/her mid-term grade report and instructors confirm that the student has not attended class, steps may be taken to administratively withdraw the student. A student who is administratively withdrawn will receive W’s for those courses. The student will be responsible for paying the percentage of basic fees and tuition not refunded according to the refund schedule.

XIII. 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.

XIV. International Students Health Insurance Fee

This fee will be charged each semester at the time of registration to all students for whom Missouri State University has issued student visa documents. Students registered for Spring will be covered for the following Summer term. The amount will be different each semester and will change annually as determined by the bidding process.

Fall 2012	\$ 637.00
Spring/Summer 2013	\$ 637.00
Annual	\$1,274.00
Summer 2013 only	\$ 269.00
(For students not attending Spring)	

XV. Library Fines

<u>Loan Period</u>	<u>Fine Rate</u>	<u>Maximum</u>
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	
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

XVI. Housing Fees

A. Residence Halls

1. Fall 2012 and Spring 2013

Room and Board Facilities (20-meal-per-week plan)

	<u>Per Semester</u>	<u>Per Year</u>
West Plains Residence Hall	\$2,650.00	\$5,300.00

Non-Residential Meal Plans

Two Meals Per Week	\$ 171.00
Three Meals Per Week	\$ 248.00
Four Meals Per Week	\$ 292.00
Five Meals Per Week	\$ 362.00

2. Summer 2013

Room and Board \$1,129.00
 Room (\$896.00) + Debit Meal Plan (\$233.00)

3. Utilities, basic cable and refrigerators are included in the above rates.
4. 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.

B. Residence Hall Deposits

1. A \$100.00 security deposit is required of all applicants for University housing.
2. 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.
3. Students approved to cancel their lease/contract after the residence halls open for the Fall semester and who remain enrolled at the University will receive an additional penalty of \$200.00 if cancellation occurs during the Fall semester, and \$100.00 thereafter, over and above the forfeiture of the \$100.00 security deposit. Students approved to cancel their contract after the residence halls open for the Summer session who remain enrolled at the University will receive an additional penalty of \$100.00, over and above the forfeiture of the \$100.00 security deposit.
4. Provisions for refund/forfeiture of deposits are stated in the *Student Housing Contract*.

C. Conferences and Institutes (Effective May 1, 2013)

Daily room rates for double occupancy with air conditioning, no meal plan

	<u>Housing Without Linen Service</u>
Non-student groups*	\$18.00
Prospective student groups	\$15.00
Current student groups*	\$12.00
Children (ages 3-12) 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 may be approved by the Dean of Student Services.

D. Other Fees/Fines

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

XVII. Student Recreation Center Usage Fee

- Students and guests of students – No Charge
- Faculty and staff (full-time and part-time) – No Charge
- Guests of faculty and staff – No Charge
- All others - \$3.00 daily usage fee, SGA approved days only
**Community members under the age of 16 must be accompanied by an adult*

XVIII. Parking Permits/Fines

A. Parking Permits/Students/Faculty/Staff*

Students	No charge (\$15.00 per year if student does not pay Capital Projects Fee)
Faculty	\$15.00 per year
Staff	\$15.00 per year
Part-time Faculty or Staff	No charge

* Additional/Replacement parking permits are \$2.00.

B. Parking Violation Fines

1. Permit not present	\$ 10.00
2. Altered/stolen permit	\$ 60.00
3. Parked in “No Parking” zone	\$ 10.00
4. Not parked wholly in space	\$ 10.00
5. No disabled permit	\$ 60.00
6. Obstructing traffic	\$ 10.00
7. Parked in visitors’ space	\$ 10.00

C. 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.

XIX. 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 reserving its discretion to further modify fees and charges as it determines necessary and appropriate.

Gordon Elliott,
Chair of the Board

Passed at the meeting of
March 30, 2012

John W. McAlear, Secretary

APPENDIX A

Supplemental Course Fees for Springfield Campus for Fall 2012, Spring 2013, and Summer 2013

COLLEGE	COURSE	NUMBER	TITLE	AMOUNT
COAL	ART	598	Seminars in Art Education	<i>Variable by section</i>
COAL	MUS	398	Junior Recital	\$ 25.00
COAL	MUS	498	Senior Recital	\$ 25.00
COBA	FCS	120	Family Health (fee to Red Cross for CPR course)	\$ 50.00
COBA	FCS	502/602	Study Tour	<i>Variable by section</i>
COBA	FMD	361	Fashion Show Production	\$100.00
COBA	FMD	370	Flat Pattern	\$ 35.00
COBA	FMD	371	Draping	\$ 35.00
COBA	FMD	372	Fashion Illustration	\$ 25.00
COBA	FMD	570/670	Senior Collection	\$ 35.00
COBA	HID	342	Contract Design I	\$ 25.00
COBA	TCM	121	Construction Principles and Practice	\$ 25.00
COBA	TCM	122	Construction Materials and Methods	\$ 25.00
COBA	TCM	322	Electrical Systems for Buildings	\$ 40.00
COBA	TCM	326	Construction Soils and Foundations	\$ 40.00
COBA	TCM	347	Industrial Equipment and Control	\$ 40.00
COBA	TCM	494	Professional Internship	\$100.00
COE	CFD	260	Supervised Experiences in the Child Development Laboratory	\$ 15.00
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	782	Internship – Onsite	\$115.00
COE	EAD	783	Internship – Related Agencies	\$ 60.00
COE	ELE	500/600	Current Issues and Applications in Elementary Education	\$ 15.00
COE	SPE	346	Educational Evaluation of Exceptional Students Lab	\$ 25.00
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
CHHS	ANE	726	Introduction to Clinical Anesthesia	\$ 50.00
CHHS	ANE	735	Clinical Practicum	\$ 50.00
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

APPENDIX A (continued)

Supplemental Course Fees for Springfield Campus for Fall 2012, Spring 2013, and Summer 2013

COLLEGE	COURSE	NUMBER	TITLE	AMOUNT
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	110	Introduction to the Biomedical Sciences	\$ 20.00
CHHS	BMS	110H	Introduction to the Biomedical Sciences (Honors Section)	\$ 45.00
CHHS	BMS	231	Human Genetics with Laboratory	\$ 15.00
CHHS	BMS	307	Human Anatomy	\$ 20.00
CHHS	BMS	330	Food Selection and Preparation for Health	\$ 25.00
CHHS	BMS	331	Food Science	\$ 30.00
CHHS	BMS	397	Topics in Heart Healthy Cooking	\$ 25.00
CHHS	BMS	497	Topics in Biomedical Sciences	<i>Variable by section</i>
CHHS	BMS	521	Molecular Cell Biology	\$ 15.00
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	CSD	795/895	Advanced Clinical Practice	\$120.00
CHHS	CSD	844	Auditory Electrophysiology with Laboratory	\$ 40.00
CHHS	KIN	100	Fitness for Life	\$ 10.00
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>Variable by section</i>
CHHS	KIN	362	Exercise Physiology	\$ 15.00
CHHS	KIN	569/669	Health Appraisal & Exercise Testing Techniques	\$ 8.00
CHHS	NUR	303	Art and Science of Nursing I	\$ 75.00
CHHS	NUR	304	Art and Science of Nursing II	\$ 75.00
CHHS	NUR	312	Nursing: The Adult Client	\$ 65.00
CHHS	NUR	322	Nursing: The Childbearing Family	\$ 65.00
CHHS	NUR	323	Nursing: The Pediatric Client and Family	\$ 65.00
CHHS	NUR	331	Nursing: The Mental Health Client	\$ 65.00
CHHS	NUR	342	Nursing: Health Assessment	\$ 70.00
CHHS	NUR	442	Nursing: Community Health	\$ 65.00
CHHS	NUR	482	Nursing: Leadership and Management	\$ 65.00
CHHS	NUR	715	Primary Care of the Adult	\$ 75.00
CHHS	NUR	725	Primary Care for Women	\$ 75.00
CHHS	NUR	728	Primary Care of the Children and Adolescents	\$ 75.00
CHHS	NUR	734	Advanced Physical Assessment and Clinical Reasoning	\$ 75.00
CHHS	NUR	790	Family Nurse Practitioner Advanced Practicum	\$ 40.00
CHHS	PAS	717	Medical Human Anatomy and Radiology	\$255.00
CHHS	PAS	783	Clinical Practicum I	\$200.00
CHHS	PAS	786	Clinical Medicine II	\$ 40.00
CHHS	PAS	787	Laboratory Medicine and Clinical Procedures	\$200.00
CHHS	PAS	797	Clinical Practice Issues Seminar	\$200.00
CHHS	PAS	798	Research Project	\$ 40.00
CHHS	PSY	720	Individual Intelligence Testing	\$ 85.00
CHHS	PTE	707	Medical Human Anatomy	\$255.00
CHHS	REC	190	Applied Social Recreation	\$ 30.00
CHHS	REC	411	Outdoor Pursuits	\$ 8.00
CHHS	REC	451	Outdoor Leadership	\$ 8.00

APPENDIX A (continued)

Supplemental Course Fees for Springfield Campus for Fall 2012, Spring 2013, and Summer 2013

COLLEGE	COURSE	NUMBER	TITLE	AMOUNT
CHHS	SWK	490	Practicum in Social Work	\$ 50.00
CHHS	SWK	735	Field Instruction I	\$ 50.00
CHHS	SWK	780	Field Instruction II	\$ 50.00
CHPA	ANT	351	Field Archaeology	\$250.00
CHPA	DSS	ALL	All Defense and Strategic Studies courses	\$600.00
CNAS	AST	115	Basic Astronomy	\$ 20.00
CNAS	BIO	100	Biological Science for Educators	\$ 20.00
CNAS	BIO	102	Principles of Biological Science	\$ 20.00
CNAS	BIO	121	General Biology I	\$ 20.00
CNAS	BIO	210	Elements of Microbiology	\$ 40.00
CNAS	BIO	235	Principles of Genetics	\$ 20.00
CNAS	BIO	310	Microbiology	\$ 15.00
CNAS	BIO	320	Introduction to Cellular Biology	\$ 40.00
CNAS	BIO	361	General Physiology	\$ 20.00
CNAS	BIO	380	Comparative Vertebrate Anatomy	\$ 30.00
CNAS	BIO	511/611	Immunology	\$ 40.00
CNAS	BIO	527/627	Field Biology	<i>Variable by section</i>
CNAS	BIO	540/640	Applications of Molecular Markers	\$ 40.00
CNAS	CHM	105	Fundamentals of Chemistry	\$ 20.00
CNAS	CHM	107	Chemistry for the Citizen	\$ 20.00
CNAS	CHM	161	General Chemistry I Laboratory	\$ 20.00
CNAS	CHM	200	Essentials of Organic Chemistry	\$ 20.00
CNAS	CHM	342	Organic Chemistry I	\$ 30.00
CNAS	CHM	343	Organic Chemistry II	\$ 30.00
CNAS	CHM	353	Intro to Biochemistry Lab	\$ 40.00
CNAS	CHM	453	Biochemistry Lab I	\$ 40.00
CNAS	CHM	553/653	Advanced Biochemistry Lab	\$ 40.00
CNAS	GLG	110	Principles of Geology	\$ 20.00
CNAS	GLG	360	Directed Field Trips	\$300.00
CNAS	GLG	412	Field Geology of the Mid Continent Region	\$150.00
CNAS	GLG	713	Field Geology for Secondary Teachers	\$250.00
CNAS	GRY	135	Principles of Weather and Climate	\$ 20.00
CNAS	GRY	142	Introduction to Physical Geography	\$ 20.00
CNAS	GRY	301	Geography of the Ozarks	\$150.00
CNAS	GRY	353	Environmental Field Studies	\$300.00
CNAS	HRA	321	Principles of Food Preparation	\$ 35.00
CNAS	HRA	325	Cultural Cuisine	<i>Variable by section</i>
CNAS	HRA	330	Banquet Operations	\$ 35.00
CNAS	HRA	409	Beverage Operation	\$ 40.00
CNAS	PHY	100	Survey of Physics with Laboratory	\$ 20.00
CNAS	PHY	101	Physics by Inquiry for Educators	\$ 20.00
CNAS	PHY	123	Introduction to Physics I	\$ 20.00
CNAS	PHY	203	Foundation of Physics I	\$ 30.00
CNAS	PHY	204	Foundation of Physics II	\$ 30.00
CNAS	PHY	220	Intro to Structure and Logic of Digital Computers	\$ 15.00
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SAGR	AGB	394	Agricultural Industry Study	\$375.00

APPENDIX A (continued)

Supplemental Course Fees for Springfield Campus for Fall 2012, Spring 2013, and Summer 2013

SAGR	AGE	337	Agricultural Mechanical	\$ 10.00
SAGR	AGP	300	Wine Appreciation for Consumers	\$125.00
SAGR	AGP	443	Greenhouse Management	\$ 25.00
SAGR	AGP	573/643	Plant Propagation	\$ 25.00
SAGR	AGR	200	Mini Agriculture – Floral Design sections	\$125.00
SAGR	AGR	399	Special Topics	<i>Variable by section</i>
SAGR	AGS	162	Introduction to Riding	\$105.00
SAGR	AGS	262	Riding for Horse Training	\$130.00
SAGR	AGS	302	Reproductive Physiology	\$ 10.00
SAGR	AGS	362	Riding Instruction	\$130.00
SAGR	AGS	402	Applied Reproductive Techniques	\$150.00
SAGR	AGS	452	Beef Cattle Production	\$ 25.00
SAGR	AGW	351	Game Bird Production	\$ 10.00

APPENDIX A (continued)

Supervision Course Fees for Springfield Campus for Fall 2012, Spring 2013, and Summer 2013

Student Teaching Course Fee (per 8-week placement)

COURSE	NUMBER	TITLE	AMOUNT
		Assessed courses listed below:	\$135.00
AGE	493	Supervised Teaching (Secondary Agriculture)	
AGE	494	Supervised Teaching (Secondary Agriculture)	
AGT	493	Supervised Teaching (Secondary Technology)	
AGT	494	Supervised Teaching (Secondary Technology)	
ART	490	Supervised Teaching (Secondary Art and Design)	
ART	491	Supervised Teaching (Elementary Art and Design)	
BSE	493	Supervised Teaching (Secondary Business)	
BSE	494	Supervised Teaching (Secondary Business)	
COM	490	Supervised Teaching (Secondary Speech and Theatre)	
COM	491	Supervised Teaching (Secondary Speech and Theatre)	
ECE	490	Supervised Teaching (Infant/Toddler Settings)	
ECE	491	Supervised Teaching (Preschool/Kindergarten Settings)	
ECE	492	Supervised Teaching (Primary Settings)	
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	420	Supervised Teaching (Secondary Social Studies)	
HST	421	Supervised Teaching (Secondary Social Studies)	
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)	
MUS	496	Supervised Teaching (Secondary Music)	
SCI	493	Supervised Teaching (Secondary Science)	
SCI	494	Supervised Teaching (Secondary Science)	
SEC	493	Supervised Teaching (Secondary)	
SEC	494	Supervised Teaching (Secondary)	
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)	
HST	422	Supervised Teaching (Secondary Social Studies) – 10 credit-hours ((\$270.00 for 10 credit-hour section)	\$270.00
SEC	784	Internship in Teaching II – 10 credit-hour section	\$270.00

APPENDIX A (continued)

Supervision Course Fees for Springfield Campus for Fall 2012, Spring 2013, and Summer 2013

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)	
AGT 499	Clinical Experiences in Teaching II (Technology Education 9-12)	
ART 469	Clinical Experiences in Teaching II (Art K-12)	
BSE 499	Clinical Experiences in Teaching II (Business 9-12)	
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 and 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)	
SEC 499	Clinical Experiences in Teaching II (Journalism 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 2012, Spring 2013, and Summer 2013

COURSE	NUMBER	TITLE	AMOUNT
AGR	215	Soils	\$ 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	\$ 20.00
BIO	102	Principles of Biological Science	\$ 20.00
BIO	121	General Biology I	\$ 20.00
BIO	122	General Biology II	\$ 20.00
BIO	210	Elements of Microbiology	\$ 20.00
BMS	110	Introduction to the Biomedical Sciences	\$ 20.00
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	120	Web Development I	\$ 55.00
CGP	130	Web Development II	\$ 55.00
CGP	145	Introduction to Computer Programming	\$ 55.00
CGP	150	Introduction to Digital Graphics	\$ 55.00
CGP	155	Flash Development	\$ 55.00
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	\$ 55.00
CGP	200	Game Development with Unity	\$ 55.00
CGP	210	SQL Database Management	\$ 55.00
CGP	220	Game Development II	\$ 55.00
CGP	230	Web Development III	\$ 55.00
CGP	250	3D Character Modeling & Animation	\$ 55.00
CGP	251	Application Development I	\$ 55.00
CGP	252	Network & Operating System Essentials	\$ 55.00
CGP	255	Graphic Programming I	\$ 55.00
CGP	260	Advanced 3D Modeling and Animation	\$ 55.00
CGP	261	Application Development II	\$ 55.00
CGP	262	Network Clients and Servers	\$ 55.00
CGP	265	Graphic Programming II	\$ 55.00
CGP	297	CGP Capstone	\$ 55.00
CHM	105	Fundamentals of Chemistry	\$ 20.00
NUR	100	Fundamentals of Nursing	\$150.00
NUR	101	Nursing Systems for the Adult Client I	\$155.00
NUR	190	Nursing Systems for Adult Client: LPN to RN Program	\$200.00
NUR	201	Nursing Systems for the Promotion of Mental Health	\$ 35.00
NUR	202	Pharmacology	\$ 35.00
NUR	204	Nursing Systems for the Adult Client II	\$170.00

APPENDIX B (continued)

Supplemental Course Fees for West Plains Campus for Fall 2012, Spring 2013, and Summer 2013

NUR	212	Nursing Systems for the Family	\$170.00
NUR	220	Current Trends and Issues in Nursing	\$150.00
PED	135	Selected Activities	\$ 30.00
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	Foundations of Physics I	\$ 20.00
PHY	204	Foundations of Physics II	\$ 20.00
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
VIN	111	Introduction to Viticulture & Vineyard Establishment	\$ 60.00
VIN	113	Winter Viticulture Technology	\$ 60.00
VIN	114	Spring Viticulture Technology	\$ 60.00
VIN	115	Summer/Fall Viticulture Technology	\$ 60.00
VIN	148	Winery Sanitation	\$120.00
VIN	160	Winery Equipment Operations	\$120.00
VIN	210	Introduction to Wine Microorganisms	\$120.00
VIN	246	Intermediate Enology	\$ 60.00
VIN	257	Wine Production Internship	\$120.00
VIN	259	Cellar Operations Technology	\$ 60.00
VIN	266	Sensory Evaluation	\$120.00
VIN	268	Wine & Must Analysis	\$120.00

Exceptions: SUPPLEMENTAL COURSE & SECTION FEES*

LWE	130	Basic Jail Officer Academy I; LWE 190 Basic Law Enforcement Academy I* (15 credit hours)	\$2,575.00
LWE	131	Basic Jail Officer Academy II; LWE 191 Basic Law Enforcement Academy II * (15 credit hours)	\$2,575.00
LWE	120	Basic Jail Officer Academy*	\$1,450.00

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