July 16, 2008

M E M O R A N D U M

TO: Academic Deans

 FROM: Dr. Mollie F. DeHart, District Director, Academic Programs

SUBJECT: **COURSE USER FEE AUDIT INSTRUCTIONS**

     As stated in previous instructions (email dated December 01, 2007), the State Auditors review Miami Dade College (MDC) course user fees every 2 years during the month of October. As noted in IIIA of the Manual of Procedures (MOP): #1164 (https://www.mdc.edu/procedures/Chapter1/1164.pdf), all user fees will be reviewed at least once every five years and to fulfill its previous obligation, MDC must audit the courses listed on the attached Excel spreadsheets (effective dates 1968-2 through 2003-3).

     Please note that as indicated (Item IIE of the MOP), revised/updated fees had to have been approved for the Fall term by **April 1, 2008**, and are listed on the attached Excel spreadsheets with an "audit date" listed in Column I or J. The remaining courses which have not been audited (those without an "audit date") **must be** completed and the current fee information must be submitted on CASSC Form 109 with all supporting documentation no later than **September 1, 2008** (refer to the attached *Course User Fee Information Sheet* for further instructions).

Instructions:
1: Review **all** courses listed on the attached Excel Spreadsheet that do not have an "audit date" listed in Column I or J.

2: Submit the following information to the Office of Business Affairs no later than **September 1, 2008** for processing:

> ➢ CASSC Form 109 (attach back-up documentation). Refer to the *Course User Fee Information Sheet* for further instructions.
> ➢ NOTE: Delete/Purge: If courses have not been offered in five years, they should be "end-termed" and CASSC Form 102, Section 4 must also be completed and submitted.

For those needing further clarification/assistance regarding the appropriate documentation, please contact the Office of Business Affairs.

Cc: Pamela Menke
       Gregory Knott
       Zeraida Camps

Course User Fee Information Sheet
Distributed to ALC September 2007 (original), November 2007 (revised) and July 2008 (Updated)

Step 1: The Office of Academic Programs will provide a report for both credit and vocational credit courses (MSC040J1 Course Catalog File Report) to the individual(s) identified by the ALC in prefix/number order of all course user fees being reported.

Step 2: The Department/Discipline determines whether a *College and Vocational Credit Course User Fee Request Form (CASSC Form 109)* is on file. **Auditors will *only* accept Form 109; no other form may be used.** If a revised *CASSC Form 109* is unavailable, the Department/Discipline fills out a current *CASSC Form 109*, found on the Academic and Student Affairs (ASA) Website →Curriculum (http://www.mdc.edu/asa/academic_programs.asp). *Note: CASSC Form 109 adjusted July 2008 to reflect new routing process. Please ensure that updated form is used.*

Step 3: The Department/Discipline area will compare fee information on the original (or subsequent submission) of *CASSC Form 109* to current fee information in the Odyssey Course Dictionary to ensure that it matches current fee(s) in Odyssey (steps listed below). If original (or subsequent submission) of *CASSC Form 109* is not found, retrace original CASSC paperwork with assistance from the Office of Academic Programs.

Steps for checking Odyssey Course Dictionary fee information:
- Log into Odyssey
- PROD
- OD
- ST
- Campus number
- CU
- CD
- MC
- Browse (<u>B</u>) for specific course
- Hit enter on specific course (ensure that end-termed course is not selected)
- F11 to view current fee
- For Fee Type Legend, refer to attachment or enter F1 on specific fee type (ie: FL=Foreign Language)

Step 4: If *CASSC Form 109* is not current or does not exist, the Department/Discipline must complete *CASSC Form 109* and provide a Rationale/Justification for the existing fee or increased fee (on *CASSC Form 109*) to the **Office of Business Affairs (Dr Gregory Knott, Associate Vice Provost for Finance and Student Financial Services).** If the number of students in a class is pertinent to the fee rationale, a Class Master Roster must be submitted.

Step 5: The Department/Discipline provides copies of the documentation to the **Office of Business Affairs** of how fee monies collected were spent. Examples: Paid Invoices, Financial Systems *Posted General Ledger Transactions*, Purchase Orders and Requisitions. For assistance, please contact the Office of Business Affairs.

Step 6: Upon compilation of all data from the Department/Disciplines, documentation obtained from the Department/Discipline is forwarded to the Discipline/School Academic Dean for Signature. The Discipline/School Dean will forward the materials to the **Office of Business Affairs, Gregory Knott, Associate Vice Provost of Finance and Student Financial Services.**

Step 7: The **Office of Business Affairs** will review the documentation submitted by the Discipline/School Academic Dean and will correspond with the Discipline/School Academic Dean regarding any needed modifications. Upon completion, the **Office of Business Affairs** will apprise the Office of Academic Programs that the documentation may be submitted to the Academic Leadership Council (ALC) for review.

Step 8: *Note:* If a Department/Discipline is proposing an increase in the existing fee during the audit process, *CASSC Form 102 and 109* must be submitted through the CASSC Process for approval before the new fee can be input into the Odyssey System.

Step 9: If courses have not been offered in five years, they should be "end-termed". Complete CASSC Form 102, Section Four and submit through the CASSC process.