

**Attachment 5**  
**Proposed Changes to University Handbook**  
**Section F14: DCE Fees**  
**Submitted for revision by the Division of Continuing Education**  
**Approved by Faculty Affairs on September 1, 2009**

**RATIONALE:**

Continuing Education Fee Waivers were discontinued some years ago with the University transition to Linear Fees and the elimination of Non-Base class status. Many classes facilitated by the Division of Continuing Education continue to be self-supporting in that the instructors are paid based upon the headcount enrolled in the class. The reference to a Fee Waiver should be removed from the University's website as soon as possible. There is no current policy that would permit such a waiver of tuition and/or fees.

**UNIVERSITY HANDBOOK, SECTION F:**  
**INSTRUCTION: ACADEMIC PROCEDURES**

(July 2006, revisions)

The Advising System (DCE proposes first paragraph of section F14 be deleted)

~~**F14** A student who has paid full fees on campus and who wishes to take a course through the Division of Continuing Education may receive a Continuing Education fee waiver, except in cases of self-supporting courses (e.g., intersession or nonbase). The fee waiver form requires the university Registrar's confirmation that full fees were paid, the college dean's approval for the additional hours, and final authorization by continuing education professionals. Division of Continuing Education courses that carry regular university credit are included in the credit limits established in [F12](#) above. (Revised by FSM 12-14-82)~~

Active duty military personnel stationed in Kansas must meet the same requirements for admission as Kansas high school graduates and Kansas transfer students.

- If American College Test results are not available, students can be admitted but requested to take the ACT at the next available time for use in advising.
- Transfer students should have official copies of their previous college academic work sent directly to the [Office of Undergraduate Admissions](#).
- Official copies of high school transcripts are required, but to expedite admissions in cases of emergency, a transcript from the Army 201 file or an unofficial copy will be accepted pending receipt of an official copy to confirm decision.
- For students who have taken the GED, a copy of those results will replace the high school transcript requirements."

Note: The revised text of the F14 section would begin with the sentence "Active duty military personnel..." The DCE proposal would make NO change in the remaining text in section F14 (in black above). It may also be appropriate for the Undergraduate Admissions Office to verify that the remaining F14 text is current.

Effective: Upon approval