



Category:  
Financial  
Student Affairs

Responsible Office:  
[University Budget](#)

**Policy Title:**

Tuition, Fees, and Other Charges - Definitions

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This policy item applies to:  
State-Operated Campuses

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**Summary**

The purpose of this policy is to establish definitions as they apply to tuition, fees, rentals, and other charges.

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**Policy**

For the purpose of establishing tuition, fees, rentals, and other charges, the following definitions shall apply:

**Semester**

A period of attendance in which the school year is customarily divided in two equal sessions. In some cases an optional third semester is available.

**Quarter**

A period of attendance in which the school year is customarily divided in three equal sessions. In some cases a fourth optional quarter is available.

**Student**

1. A student at a campus operating on a semester basis is any person registered for 12 or more semester hours of work in a regular program, whether on campus or at another location.
2. A student at a campus operating on a quarter basis is any person registered for 12 or more quarter hours.

**Special Student**

1. A special student at a campus operating on a semester basis is any person registered for fewer than 12 semester hours of work.

2. A special student at a campus operating on a quarter basis is any person registered for fewer than 12 quarter hours.
3. A student attending a summer session, which is not a regular quarter or semester, is a special student for the purpose of this definition.

### **Change of Status**

1. A person who registers and commences classes initially as a special student, and who later adds courses so that the total program is then comprised of 12 or more undergraduate or graduate credit hours changes his or her status to that of student as of the first day of classes in the term (NOT the first day that he or she is registered for 12 credit hours) and becomes liable for payment of tuition at the student rate. If such student later drops courses so that he or she is registered for less than 12 credit hours, change of status shall be governed by sections 2 and 3 below.
2. A person who registers and commences classes initially as a student, but whose program is later curtailed for academic reasons, does not change his or her status during that quarter or semester to that of special student.
3. Administrative Interpretation:
  - *Curtailed for academic reasons* means that the campus has advised the student to reduce his or her course load because of the possibility of failure. In those cases in which the program is curtailed for other than academic reasons, for example, if the student must work to stay in college and is allowed to carry a reduced program the following shall apply: A person who registers and commences classes initially as a student, but whose program is curtailed for other than academic reasons during the periods established under the Schedule of Tuition Liability (refer to the University procedure, Refunds of Tuition and Fees) may have his/her status changed to a Special Student and shall be charged as follows:
    - The number of credit hours remaining multiplied by the credit hour charge for special students, plus
    - The liability percentage as provided under the Schedule of Tuition Liability of the difference between the amount the person was originally charged as a student and the reevaluated charges as a special student.
    - The student must assume responsibility for all amounts owed except where otherwise provided for by student financial aid programs.

### **Residence**

Refer to the University policy, "Establishment of Residency for Tuition Purposes" for guidelines pertinent to the establishment of residence for tuition purposes.

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### **Definitions**

There are no definitions relevant to this policy.

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### **Other Related Information**

[Residency, Establishment of for Tuition Purposes](#)

[Billing, Refunds, Collection, Write-offs Policy for Tuition, Fees, Other Charges](#)

[Fees, Rentals, and Other Charges](#)

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## Procedures

There are no procedures relevant to this policy.

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## Forms

There are no forms relevant to this policy.

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## Authority

[Tuition, Fees and Charges \(8 NYCRR 302\)](#)

State University of New York Board of Trustees Resolution 72-33 adopted on February 23, 1972.

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## History

State University of New York Board of Trustees Resolution 72-33, adopted on February 23, 1972.

State University of New York Board of Trustees Resolution 71-43, adopted on February 24, 1971.

State University of New York Board of Trustees Resolution 71-1, adopted on January 27, 1971.

State University of New York Board of Trustees Resolution 66-317, adopted on October 13, 1966.

State University of New York Board of Trustees Resolution 63-186, adopted on September 12, 1963.

State University of New York Board of Trustees Resolution 63-21 adopted on January 10, 1963.

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## Appendices

There are no appendices relevant to this policy.