



Ohio Administrative Code

Rule 3335-9-19 Instructional and general fees for instructors, graduate teaching associates, graduate research associates, graduate administrative associates, fellows, scholars, and university employees.

Effective: August 1, 2005

(A) "Fees authorized" are those fees which are paid on behalf of a student through university accounts for the purpose of services rendered, employee benefits or student assistance. A fee authorization provides the authority to spend money from whatever account is specified to pay student fees. All fees must be authorized following procedures promulgated by the office of fees and deposits. An approved fee authorization will be processed as an expenditure against the department and account specified.

(B) The payment of instructional and general fees may be authorized, except as specifically prohibited by the university, for those within the following classifications:

(1) Members of the instructional staff of the university, with the rank of instructor and above who were employed before July 1, 1955 and who are registered in the graduate school, and any member of the teaching staff who, on the approval of the appropriate instructor and department chair or director of a school, enrolls as an auditor (rule 3335-9-11 of the Administrative Code).

(2) Graduate teaching associates, graduate research associates, and graduate administrative associates who meet the specified requirements of enrollment and employment may have their instructional and general fees authorized for payment as a benefit for services rendered.

(3) Employees of organizations having specific contracts with the board of trustees of the university whereby fees of persons designated by the agreement are authorized, in whole or in part, in lieu of payment for service rendered by the organization to the Ohio state university.

(4) Undergraduate and professional students eligible for the authorization of fees under scholarship assistance programs.

(5) Graduate students eligible for the authorization of fees under university private, and



governmental fellowships and traineeship agreements.

(6) Qualified university employees under the provisions of the fee authorization program as administered by the office of human resources. As a general principle, employees who are members of the administrative or clerical staff of the university will not be permitted to take courses except outside of the prescribed working hours.

(C) The president, subject to the approval of the board of trustees, shall have authority to enter into an agreement with an organization or person not provided for in another category.

(D) A copy of the agreement and the names of person, or persons, designated to sign and certify fee authorizations will be filed with the office of human resources. All agreements shall contain information as to who is responsible for the overall administration of fee authorizations for these programs. Problems of coordination and individual cases that need interpretation of the rules concerning fee authorizations shall be referred for decision to the office of human resources.

(E) In all cases where interpretation and application of the rules specified herein are required, the question shall be referred for decision to the office of human resources.