

# USA Course Fee Policy

Effective Date: August 14, 2014

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## Definition

Course Fees (including Computer Laboratory Fees\*) are fees attached to specific courses, not covered by student tuition, and charged to students enrolled in that specific course.

## Purpose

The purpose of Course Fees is to support the need for technology, equipment, and other costs associated with the delivery of instruction above and beyond normal costs associated with faculty and basic classroom needs (e.g., A/V, furniture, etc.).

## Use

Course Fees shall be used only for approved purposes as outlined in the approved Course Fee Request. Course Fees cannot be used for expenditures that are unrelated to the approved Course Fee Request.

## Student Accounting

The Course Fee is assessed when a student registers for a course that carries a Course Fee. Students are billed for Course Fees through the Student Accounting billing system. Course Fees may not be collected directly from students via any other system (e.g., paying the faculty member on the first day of class). University refund rates/policies will apply to the fees in the same manner as they do academic fees/tuition.

## Administrative Accounting

Revenues from Course Fees should not result in fund balances (cash) of such amounts or be carried over for periods of time that indicate the fee is overestimated relative to the amount of revenue needed to support the purpose(s) for which the fee was intended. Cash balances should not accumulate excessively in course fee funds unless there is a need to build a reserve to replace or maintain course-specific equipment. Accounts with revenues from Course Fees will be audited to ensure appropriateness of fee use and the fee itself. Specific funds will be established for course fees to eliminate co-mingling of funds intended for different purposes and to provide a clear audit trail. The amount of revenue generated by the course fee should closely match expenditures made from the fund. The purpose of the course fee is to cover the extraordinary expenses associated with the class. Transfers out of course fee funds will not be allowed unless the transfer is specifically addressed in the approved fee proposal or necessary to correct a processing or allocation error.

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### Allowable Use

Allowable use may include but not be limited to:

- High cost or specialized consumable/perishable materials
- Special services or facilities offered as a convenience or enriched experience for students, such as individual lessons in music, live models in drawing classes, golf course privileges
- Specialized labs for which students in the course are the primary, but not necessarily the only, users.
- Course specific software or equipment
- Repair or maintenance of equipment
- Materials that result in a tangible product that is retained by the student in a credit course.
- Transportation and admission costs incurred on field trips required in credit course instruction.
- Supplementary texts and resource materials not available through Textbook Rental or the University Bookstore.
- Staffing used specifically to aid in instruction, such as laboratory coordinators and student lab assistants.

Course Fees may not be charged for:

- Personnel, supplies, and materials that could reasonably be expected to be covered in a regular instructional, operating budget.

The following are considered to be personal expenses for students and would not be allowable charges for course fees, unless a waiver was requested of and approved by the Senior Vice President for Academic Affairs or Vice President for Health Sciences, as appropriate:

- Food, lodging and incidentals on all required field trips.
- Personal health, safety and dress requirements related to instruction.
- Textbooks and course supplies from the Bookstore.
- Transportation to sites for student teaching, clinical assignments and other types of field-based experiences.

### \*Computer Laboratory Fees and Computer Labs

- Computer Laboratory Fees may be attached to multiple courses in a program of study if the students enrolled in such classes are expected to use a general use lab in those courses. Computing Fees for specialized computer labs (e.g., those used to support GIS instruction) may be attached only to courses which provide instruction in the specialty area.
- Revenues from Computing Fees should not result in fund balances (cash) of such amounts or be carried over for periods of time that indicate the fee is

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overestimated relative to the amount of revenue needed to support the purpose(s) for which the fee was intended. Accounts with revenues from Computing Fees will be audited to ensure appropriateness of fee use and the fee itself.

- The computer center may use a portion of collected fee funds to pay the costs associated with the support of computer labs.

### Procedures

A Request for Approval of Course Fee Form must be completed for each course fee. There should be only one Course Fee per course. Courses may have one Course Fee and a Computer Laboratory Fee; however, a separate Course Fee Approval Form must be submitted for each. The form should be routed for approval through the department chair and dean before submission to the Course Fee Review Committee (see Appendix A) for consideration. Requests approved by the Course Fee Review Committee are then routed for approval to the Senior Vice President for Academic Affairs or Vice President for Health Sciences, as appropriate, and then to the Vice President for Financial Affairs. Approved requests are routed to the Registrar and Student Accounting offices for setting up in Banner. Additionally, specific funds will be established for course fees to eliminate co-mingling of funds intended for different purposes and to provide a clear audit trail. Transfers out of Course Fee funds will not be allowed unless the transfer is specifically addressed on the Course Fee Approval Form and approved by the committee or necessary to correct a processing or allocation error. A new request must be processed and approved before deviation of use from the originally approved fee request. Course Fees and Computing Fees will be allowed to accumulate from term to term until the fee comes up for a review. A review is triggered when a change is requested or processed; however, all accounts will be reviewed periodically by financial affairs.

#### For Internal Use

- All policies must include a title and page numbers in addition to the following information:
- Approval date: August , 15, 2014
- Effective date: August 14, 2014
- Revision date(s): NA
- Committee approvals needed: None
- Administrative approvals needed: Sr. VPAA, VPHS, VPFA
- Location(s) of publication: AA Policy Website
- Relevant attachments: Description of the Course Fee Committee
- Relevant Forms: Course Fee Approval Form

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### Appendix A

#### Course Fee Review Committee

To review proposals from departments to assess fees on particular courses. Committee will advise the Senior Vice President for Academic Affairs or the Vice President for Health Sciences, as appropriate, on whether to approve, deny or modify requested fees. Committee will also oversee reviews of departmental expenditures of course fee revenues to ensure that such fees are used for their intended purpose.