



POLICY TITLE	Course-Based Fees for Credit Courses	Policy Number	607
Section	Academics	Approval Date	February 23, 2017
Subsection	Instruction and Curriculum	Effective Date	February 23, 2017
Responsible Office	Office of the Senior Vice President for Academic Affairs		

1.0 PURPOSE

1.1 This policy establishes the appropriate use of course-based fee revenues, the procedures by which such fees are assessed and levied, and which university entities are responsible for overseeing the review and establishment of such fees for credit-bearing courses.

2.0 REFERENCES

2.1 Northwest Commission on Colleges and Universities' *Accreditation Standards* 2.D "Student Support Resources," Section 5 (g)

2.2 Utah State Board of Regents' Policy R506 *Inventory of Budget Related and Self Supporting Courses*

2.3 Utah State Board of Regents' Policy R510 *Tuition and Fees*

2.4 UVU Policy 606 *Adoption of Course Materials and Textbooks*

3.0 DEFINITIONS

3.1 Course and lab fees: Fees that are established to offset non-personnel costs associated with individual courses that are not covered by tuition and/or general fees. Examples of such fees include but are not limited to participation in the use of technology-supported delivery or field experiences; access to and the use of specialized instruments, technology, or software; and/or the use of consumable laboratory or other specialized instructional materials/resources.

3.2 Fee cards: Course-distributed documents allowing students to purchase approved course-required non-text resources, most typically art supplies, directly from the University through payment at the UVU Bookstore.

3.3 Lab access fees: Fees charged to students to support computer labs within a specific school or college. Revenue from these fees is used to purchase, repair, and/or replace hardware and



infrastructure (for purposes of this policy, infrastructure includes but is not limited to the physical or virtual resources supporting the IT environment) and to purchase software licenses.

3.4 Private-instruction fees: Fees collected from students and used to compensate instructors for individualized private instruction necessary for the development of personal performance skills or artistic competencies of such students.

3.5 Self-supporting-course fees: Fees charged to students in lieu of Board-approved tuition for credit courses that are not funded through appropriated revenues.

3.6 Special-program/clinical-practice fees: Fees that are established for specific courses or programs to offset costs for extraordinary personnel services and related expenses.

4.0 POLICY

4.1 In addition to Board-approved tuition and general student fees, the University may assess course-based fees for credit courses based on consideration of actual cost and the impact to students. The amount of a course-based fee shall be based on the projected costs of expenses to be paid from the fee revenue. Fee revenue shall cover only these expenses, and departments shall not generate excess funds (unless approved for cyclical repair and replacement for fee-approved resources) nor redirect revenues to other departmental operating funds.

4.2 Course, Lab, Lab Access, and Private-Instruction Fees

4.2.1 Course, lab, and private-instruction fees may be assessed to recover costs not covered by tuition and/or general fees that are associated with individual courses when those costs represent direct or assignable costs calculated on a per-student basis and are

- 1) Essential to the educational outcomes of the course;
- 2) Unique to the type of course or delivery method; and
- 3) Typically used during the term of enrollment for which the fees were collected.

4.2.2 Lab access fees may be assessed to students enrolled in courses within a particular school/college. Typically, a student will be assessed only one lab access fee per school/college per semester.

4.2.3 Parameters for course, lab, lab access, and private-instruction fees shall be established by the Senior Vice President of Academic Affairs (SVPAA) in consultation with the Academic Affairs Council.



4.2.4 Within the parameters established by the SVPAA and Academic Affairs Council pursuant to 4.2.3, the Course Fee Committee approves course, lab, lab access, and private-instruction fees.

4.3 Course-Based Fee Record, Collection, and Use

4.3.1 The Academic Scheduling and Curriculum Office (ASC) is responsible for maintaining a current record of all course, lab, lab access, and private-instruction fees.

4.3.2 All course-based fee revenue shall be paid directly through university-authorized accounts-receivable offices and systems.

4.3.3 Use of fee cards rather than a course-based fee for students in individual sections of a course to pay for materials, costs associated with excursions, etc., shall be approved in writing by the department chair and the dean.

4.3.4 Course-based fees shall not be used for materials that can be purchased directly by students through the UVU Bookstore or other approved university entities.

4.4 Self-Supporting-Course Fees

4.4.1 In accordance with Regents' Policy R506 and in consultation with the Vice President for Planning, Budget, and Human Resources, deans may identify specific courses and/or course sections as self-supporting. Direct instructional expenditures for these course sections shall not be paid from appropriated indexes because these course sections are not eligible for state tax-fund support.

4.4.2 At the request of a dean, the SVPAA, in consultation with President's Council, may establish self-supporting-course fees in lieu of Board-approved tuition and fees.

4.5 Special-Program/Clinical-Practice Fees

4.5.1 Certain specialized educational programs may be authorized by the SVPAA, in consultation with President's Council, to establish special-program/clinical-practice fees. Special-program/clinical-practice fees are charged in addition to Board-approved tuition and general student fees.

5.0 PROCEDURES

5.1 Course Fee Committee

5.1.1 The Course Fee Committee is a university committee appointed by the SVPAA. Voting members of the committee shall consist of one administrator designated by the SVPAA, at least three faculty members (with no more than one from each school/college) recommended by



Faculty Senate, and three students recommended by UVUSA. The committee shall also include non-voting members: a representative from the Office of Academic Scheduling and Curriculum (ASC) and a representative from the Budget Office. At least one faculty member and one student appointed must have served on the committee the previous year. When there is no previous-year student committee member to appoint, the previous-year service requirement may be waived. This exception applies only to student appointments. Committee members shall serve a single three-year term. The committee shall be chaired by the administrator designated by the SVPAA.

5.2 Creation, Deletion, and/or Amendment of Course, Lab, Lab Access, and Private-Instruction Fees

5.2.1 Faculty, departmental, and school/college proposals for course, lab, lab access, and private-instruction fees shall be submitted through the appropriate dean via the *Course Fee Request Form*. The form must be submitted to the Course Fee Committee for the approval of all new fees, changes in fees, and/or deletion of fees. The request shall include the rationale and justification for the request, specific expenses to be paid from the fee revenue, the course(s) for which the fees are requested, the date of implementation or deletion, the requested amount of the fee, and any additional information as specified on the *Course Fee Request Form*.

5.3 Monitoring and Financial Management

5.3.1 To ensure compliance with this policy and established parameters, each dean is responsible on an annual basis for monitoring course-based fee revenues, expenses, and fund balances within his or her college or school. This review shall inform recommendations for fee changes and/or deletions.

5.3.2 At least annually (prior to Fall registration), each dean who establishes self-supporting and/or special-program/clinical-practice fees shall submit for review and approval fee rates for the coming academic year to the SVPAA and the Vice President for Planning, Budget, and Human Resources.

5.3.3 Annually, Financial Business Services shall provide to the SVPAA an annual financial report for each index that receives course-based fee revenue.

5.4 Notice to Students

5.4.1 Each semester's class schedule shall include information about approved course-based fees. Such publication constitutes advance notice for the course-based fee requirement. Any changes to course-based fees must be approved and published in the class schedule for the semester in which the change shall be effective. Only fees listed in the class schedule shall be collected for that semester.



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5.4.2 Department chairs are responsible for working with the Academic Scheduling Office to ensure the correct course-based fees are published in the class schedule each semester.

5.4.3 For self-supporting courses not available to the general public through the class schedule, enrolling students shall be provided, in writing, self-supporting-course fee information prior to registration.

POLICY HISTORY		
February 23, 2017	Revised policy approved	Board of Trustees