

TO: Policy 607 Drafting Committee
FROM: Abigail Elcock, Editorial Intern, UVU Policy Office
DATE: Wednesday, October 19, 2022
SUBJECT: USHE R517 Research Findings

During my research, I compared the recently updated Utah System of Higher Education (USHE) R517 policy with Utah Valley University's current 607 policy draft and with existing policies at other USHE institutions. These comparisons and analysis were done in [an Excel file titled "607 Policy Research,"](#) which can be found under the folder Policy Research 607 in the drafting committee's Microsoft Teams files.

Overall, the current draft does an excellent job adhering to USHE R517 policy. I only found two potential areas of concern. Here are some policies that either (1) still need to be addressed in the draft or (2) are addressed but could be more specific or clear.

- **R517-5.8** “Course and program fees shall not be used to pay instructional services rendered by faculty, staff, and teaching assistants. Exceptions may include special instructional arrangements such as private music, aviation, clinical, and tutors.”
 - While the current 607 policy draft does describe these exceptions, I couldn't identify a part in the drafted policy that stated course fees, outside of the listed exceptions, can *not* “pay instructional services rendered by faculty, staff, and teaching assistants.”
- **R517-7.4** “Institutions shall assess course and program fees subject to the same billing, refund, and collections process as tuition and shall be accounted for through institutionally-authorized student and financial systems.”
 - Different sections of the 607 policy draft address these university financial processes in place for course fees. However, the policy could more explicitly state that course fees are “subject to the same billing, refund, and collections process as tuition.”

Additionally, the 607 policy drafting committee may want to consider other laws or USHE policy during the drafting process. Please note that none of these policies or laws *must* be incorporated into policy 607. Rather, these are laws or policies that frequently came up in other USHE policies or USHE university policies that may be relevant or useful in your drafting process:

- [Utah Code Title 53B](#), Chapter 1, Governance, Powers, Rights, and Responsibilities.
- [USHE R510](#), Tuition
- [USHE R516](#), General Student Fees

For more detailed information on my analysis, please visit the [607 Policy Research file](#).

If the drafting committee would like to look at existing policy at other universities to reference, I'd recommend looking at Salt Lake Community College's [Course and Program Fees policy](#). Of all the USHE institutions, SLCC is the only one to reference and adhere to policy R517. Granted, I did still find a couple discrepancies between R517 and SLCC's policy.

The remaining USHE universities do all have policies on course and program fees; however, these policies may be more outdated than and/or may not adhere to R517 as well as SLCC's. In the 607 Policy Research file, you can find links to all these policies.

Thank you for your patience during this researching process. I hope this information will serve you all well in the drafting process.