

SPECIAL COURSE FEE REQUEST

Date:
College:

Department:

It is the policy of the Board of Regents that special course fees only be assessed for courses with extraordinary instruction costs due to: individualized instruction, class supplies, third party charges for use of facilities/materials required by the course, special transportation requirements, or some combination of the above. Courses requiring fees higher than \$50.00 require Board of Regents approval.

Course Number:
Requested Fees:

Course Name:
Estimated Enrollment (per year):

Description of how fees will be used:

By signing below, the department agrees to abide by the GUIDELINES FOR THE USE OF SPECIAL COURSE FEES.

Requested by: _____ Date: _____

Approved by: _____ Date: _____
Department Chair Signature

Approved by: _____ Date: _____
Dean's Signature

Approved by: _____ Date: _____
Executive Vice President & Provost

GUIDELINES FOR THE USE OF SPECIAL COURSE FEES

These guidelines are intended to serve as an interpretation of the Board of Regents Special Course Fee Policy for most courses.

Amount and Appropriate Uses of Fees

1. The total of the annual fees collected should not substantially exceed the annual operating costs of the course.
2. The course fee cannot exceed the \$50/course maximum stipulated in the Regents policy without Board of Regents' approval.
3. The kinds of expenses for which revenues generated by course fees may be used are limited to:
 - a. necessary supplies and operating expenses of the course, including software
 - b. special transportation requirements of the course
 - c. third party charges for use of facilities or equipment necessary for the course
 - d. maintenance and repair of existing equipment
 - e. replacement of equipment that is stolen, not repairable, or judged not cost effective to repair
 - f. provision of personnel to perform such functions as maintenance, security, individualized instruction, and assistance to students who experience problems using lab facilities, etc. Course fees may NOT be used to provide payment for instructors in course sections (e.g. teaching assistants, letters of appointment, etc.)
4. Any funds that accumulate in excess of the approved expenditures detailed above may be used to fund the acquisition of new equipment that will directly benefit students in the course. The fee amounts should be set to guard against excessive accumulation of funds. Funds for purchasing computers and/or other essential equipment for laboratories should come primarily from sources other than special course fees.

Application Procedures

Academic units requesting new or revised course fees for any course should complete a Special Course Fee Request form (available on the University Faculty & Staff forms page or from the Provost's Office). This form should be submitted through the department chair and dean to the Executive Vice President & Provost for approval at the time the schedule is submitted for the semester in which the fee is to take effect. *Fees that are not published with the class on the schedule cannot be assessed.*

Course Fee Accounts

Funds collected for course fees should be held in a separate account established for that purpose, and administered by the person or academic unit responsible for overseeing the management of the course. The Controller's Office should be contacted to set up course fee accounts.