



SUBJECT: COURSE FEES

- I. PURPOSE:** Establish policy and procedure on assessing, expending, and adjusting course fees.
- II. POLICY:**
- A. General Conditions and Applicability
1. In addition to regular tuition and student fees, course-specific fees may be assessed to students for lecture and laboratory classes.
 2. Course fees assessed to students must be approved in advance and identified in the schedule of classes.
 3. Course fees automatically expire after three years, unless reviewed and re-approved in the manner outlined below. See paragraph C.2.
 4. Departments have the option of not charging an approved course fee if an alternative becomes available.
 5. This policy applies only to courses for which regular tuition and student fees are charged, and is not intended to control course fees charged for distance learning, independent study, or other self-support classes.
 6. Expenditures and balances from fee accounts will be monitored. A multi-year expenditure plan must be approved by the respective dean. Campus oversight of fee balances will be the responsibility of the Course Fee Committee. Without an approved expenditure plan, fee adjustments, including reductions, may be warranted. See paragraph C.2.
- B. Definition and Use of Course Fee Revenue
1. Course fees are designed to cover the costs of equipment maintenance and replacement, software upgrades, consumable materials and supplies, field trips, clinical practice (student teaching), etc.
 2. Course fees may be assessed to support projects which result in items retained by students (e.g., materials for a millwork or art project).
 3. The amount of a course fee must be based on anticipated expenditures for equipment, maintenance, software, supplies, field trips or other



SUBJECT: COURSE FEES

direct charges incurred on behalf of students. The fee should cover only these expenditures, and departments may not generate excess revenue from these fees. Fund balances in the course fee accounts will be monitored by the dean's office and examined annually to ensure that revenues are approximately equal to expenditures for approved items, including planned, long-term equipment replacements.

5. An annual budget will be established for all course fee accounts.

C. Adjustments and Approvals

1. Prior to submitting a proposal for a course fee or a course fee change, the dean will review the need for the fee and the use of fee revenue with the student senators of the school or college. The results of the review will be made part of the proposal.
2. Proposals for all new fees, changes in existing fees, continuation of fees after three years, or deletion of fees must be submitted in writing, through the appropriate dean, on the course fee request form (See attached). The request form is submitted to the Provost's Office for review by a course fee committee (Course Fee Committee) comprised of the Provost, two deans appointed by the Provost, two faculty members appointed by the Faculty Senate president, a financial services representative, and the Academic Vice President of SUUSA. The request must include rationale and justification, and explanation of how the amount of the fee was determined, the affected course(s), the date of implement or deletion, and the suggested amount of the fee.
3. Recommendations of the Course Fee Committee are forwarded to the President's Council, then, as needed, to the Board of Trustees for final action at the Board's December meeting. Fee changes are effective the subsequent academic year. No course fee may be imposed without Board approval.
4. Department chairs are responsible for listing the correct, approved fees on class scheduling sheets submitted to the Registrar's office and the Cashier's office.

D. Disclosure Requirements

1. For each course with an approved fee, the class syllabus must specify the amount of the fee and its intended use.



SUBJECT: COURSE FEES

2. Course fee requests will be on file in the Provost's office.

E. Review of Course Fees and Expenditures

During September of each year, the Provost's office will provide a copy of the course fees master list to each dean. The Provost, deans, and department chairs will review the fee account fund balance reports prepared by financial services. Further, the amount of the fee, the account to which fees are posted, and the expenditures from the fee accounts will be reviewed. Any adjustments will be initiated from this review by the dean and each department chair, including decreasing the fee.

**SOUTHERN UTAH UNIVERSITY
COURSE FEE REQUEST**

Course Number _____ Course Title _____
Instructor(s) _____ Department _____
College/School _____ Semester Taught: Fall__ Spring__ Summer__

Type of Request (check one):

Renew existing fee _____ Delete existing fee _____ New assessment _____ (fill out lines below)
Change in amount of assessment \$ _____
Old fee amount \$ _____
Proposed fee amount \$ _____

To become effective _____ Semester 20__ (not before next Summer Semester)

Account number _____ (The Controller's office will assign account numbers for new fees.)

Course fee information must be included in the class syllabus.

Explain why the fee is needed. How was the amount of the fee determined? Why are departmental budgeted funds not adequate for the service? (Attach addition sheets of information, if desired.)

Note: Fees may be refunded to students if class is dropped within the first three weeks of class.

Name of person responsible for account _____

Person to receive account printouts _____

Signatures:

Instructor _____ Date _____

Department Chair _____ Date _____

Student Senator _____ Date _____

Dean _____ Date _____

Provost _____ Date _____