

Course Fee Analysis Update – March 20, 2012

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Specialized Equipment

- Yes – Allowable items are:
 - Purchase of specialized equipment with a useful life of 4 years or less (prorated)
 - Calibration or service contracts required on an annual basis (prorated)
 - Maintenance and purchase of musical instruments (prorated)
 - Replacement, repair, and regular maintenance costs for specialized equipment lasting longer than 4 years for engineering & scientific labs
- No - “Un-allowable” items are:
 - Purchase of specialized equipment with a useful life of greater than 4 years
 - Funded depreciation or reserve for later purchase of specialized equipment

Fees in Lieu of Tuition

- Yes – Allowable items are:
 - Fees for zero credit courses
 - Fees paid to another institution
 - “Comprehensive Fees” for a course that include the published per credit tuition rate plus an amount for associated “program” fees
- No - “Un-allowable” items are:
 - Fees charged at less than the published per credit rate to a defined population – regular tuition should be charged to the students, with “discount” applied to their fee statement implemented as payment by the department

On-Line Course Fees

- Under development

- 3) Set Fee Thresholds - during the fee analysis it has become apparent that the total revenue of some fees is not equivalent to the administrative investment required to manage them. We are considering a recommendation to reject fees with 2 years of total annual revenue less than a dollar threshold. \$250 has been proposed.
- 4) Define Fees to be Entered in Fee Request System - fees in the fee request system should only be those paid to the University (posted by tuition calculation, posted by department, or collected by the department). Fees collected by an auxiliary do not need to be recorded in the fee request system (ex.: dormitory housing, parking, food service contract). If no revenue is being collected by the University, it is not necessary to record the fee in the fee request system (and submit to the Board) but notification of the additional cost to the student should be included in the course description.
- 5) Define Blanket Fees – a Blanket Fee is a fee that is common to more than one course or class that has the following like characteristics:
 - a. Same dollar amount
 - b. Same Purpose (pays for the same goods or services)
 - c. Same circumstances (e.g. all courses presented through UNITE)
 - d. Same chartstring

Course fee policy recommendations will be submitted to academic leadership within the next month. Policy definition change is on the Board of Regents agenda for May.

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- 1) Refine the Fee Definition – course fees in general are allowed for things above and beyond the normal expectations of classroom supplies and services, used during the term by students enrolled in the course, and required for the outcome of the course or used in instruction. Language in the Regents Policy is under review in light of current goals and realities.
- 2) Establish Guidelines and Categories for Allowable Fees – these will not necessarily be specified in the policy definition but will be communicated as standards in what items can be purchased with course fee revenue

Materials

- Yes – Allowable items are:
 - Unique and essential to the course
 - Fully consumed by the student within the term or retained by the student
 - Bought in bulk and charged at a rate representative of the amount used by one student for one term
 - Scientific analysis and lab supplies (a breakage fee may not be charged if replacement/attrition costs are charged as a course supply fee)
 - Chemicals, art supplies, specimens, etc. consumed
 - Software licensing when specialized software use is required for the course (not including general Microsoft products)
 - Specialized papers and inks for “digital design” printers
- No – “Un-allowable” items are:
 - General classroom supplies (whiteboard markers, overhead projectors, paper/toner for general use, etc.)
 - General printing, copying and copyright clearance of materials (including online)

Services

- Yes – Allowable items are:
 - Instructor for individualized instruction when NOT paid to a university employee
 - Guest speaker fees
 - Time & travel for specialized instructor/guest speaker
 - Models & accompanists
- No - “Un-allowable” items are:
 - University staff salary & fringe (including course instructors, TAs, “lab” personnel, , astructors for individualized instruction, any instructor of record)
 - Fee paid directly to an outside entity that is not deposited by the University – fee should be noted in course description, but not submitted as a course fee (example: riding stable)
 - Recreational fees
 - Fees for refreshments or social activities

Transportation

- Yes – Allowable items are:
 - Transportation for same-day field trips
 - Transportation for overnight trips
 - Gas for use of department-owned vehicle
 - Travel to foreign countries
- No - “Un-allowable” items are:
 - Cost to own vehicles used for field trips