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TO Academic Deans and Directors

FROM Anupma Prakash, Provost and Executive Vice Chancellor
Julie Queen, Interim Vice Chancellor for Administrative Services

CC Keith Champagne, Vice Chancellor Student Affairs
Mary Kreta, Associate Vice Chancellor Enrollment Services
Amanda Wall, Interim Associate Vice Chancellor for Financial Services
Jennie Witter, Interim Director, Bursar's Office
Mike Earnest, Registrar

RE Course Fee Guidance and Deadlines

Anupma Prakash
JMQ

Per [UA Board of Regents policy and university regulation](#), student course fees shall be charged only for the purpose of meeting expenses beyond those normally covered by tuition and must be published with semester course schedules and registration information. This memo provides guidance for academic units on those student course fees.

Periodic Review of Course Fees

Each school or college must maintain records of revenues from course fees and related expenses to ensure that fees are set at an appropriate amount and are used for the stated purpose. Schools and colleges should develop and document internal procedures to support bulk purchasing of supplies and other practices that ensure students are getting access to identified course supplies/materials in the most cost-effective ways. These records and procedures may be subject to audit and should be reviewed on a periodic basis at the school or college level.

Approval for New Course Fees & Modifications to Existing Fees

For-credit course fee requests must be submitted online via DocuSign ([link](#)). Requests must include the course subject, course number, course reference number, section number, course description, fee amount, fee description (e.g. lab/material, computer lab), and detail code. Requests are routed through the Dean/Director to the Provost for approval, and then to the Bursar's Office for implementation. Modifications to existing course fees should also be submitted via this approval process.

For non-credit courses, Deans/Directors may approve fees less than \$200; non-credit course fees of more than \$200 will require the Provost's approval, routed through the Dean/Director.

Requests for new course fees or modifications to existing fees are due to the Provost by:

- December 1 for summer courses

- February 1 for fall courses
- September 1 for spring courses

These deadlines are driven by the publication dates for the applicable semester course schedule, special session course schedule, or non-credit course schedule (and in corresponding electronic formats). Fees that are submitted after the review deadline will not be assessed. Exceptions to the publication requirement require Chancellor approval, submitted through the Provost's office.

Discontinuing Course Fees

Departments wishing to discontinue a course fee should submit a memo from the Dean/Director to the Provost's office, with a copy to the Bursar's office. The memo should include the course subject, course number, section numbers, fee amount, and reason for discontinuing the fee.

Board of Regents Policy 05.10.070

B. In general, student fees should have a direct relationship to the associated service, activity, or course and be based upon the estimated cost of providing the services or benefit. These fees should not exceed, on a long-term basis, the actual cost of the service or activity for which the fee is assessed. Course fees and use and service fees shall be charged only for the purpose of meeting expenses beyond those normally covered by tuition at the respective campus. In certain instances, however, certain administrative fees may be established at amounts unrelated to the cost of providing the service in order to encourage or discourage specific behavior or usage, or to accomplish other administrative or programmatic objectives.

University Regulation 05.10.070

B. Course, use, service, and administrative fees may be established if the respective chancellor or designee determines that such fees are reasonable and appropriate. Each chancellor will establish a process for approval and continuing or periodic review of student fees, which documents the rationale for assessment of the fee, amount of the fee, the estimated annual revenue, the proposed use of receipts from the fee, and the proposed effective date of any new or revised fee. The process for continuing review shall provide for student comment and input, including notice to students of any course-related fees and their purpose at the beginning of each semester, and inclusion of a request for the level of satisfaction with the value received for such fee as part of the student's teacher/course evaluation. C. Course fees shall have a direct relationship to the supplemental cost of providing the course, such as the cost of expendable items that normally cannot be economically or conveniently purchased by students in amounts required for individual use or for the use of specialized instruments, laboratory, and other equipment.

I. All student fees, including student government fees, course fees, use and service fees, and administrative fees, to the extent feasible, shall be published with the semester course schedules, student handbooks, and registration instructions. Each MAU shall maintain a web site that identifies all student fees and discloses for each the amount of the fee, its purpose, the basis for calculation or assessment, and an explanation of the use of the proceeds. The campus academic catalog shall include an information disclosure of the various fees that may be charged to students. Courses listed in the academic catalog that traditionally or normally have an associated course or other fee shall be noted as such with a specific designator that will direct the reader to the appropriate web site that contains up-to-date fee information.

J. Fees must be established far enough in advance to be published in the semester course schedule. No unpublished fees or fee increases shall be charged to students, unless the reason for not publishing the fee was beyond the control of the department receiving the proceeds and the fee or fee increase is specifically authorized by the respective chancellor. This approval authority may not be delegated beyond the provost or vice chancellor.