



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY TITLE	Course-Based Fees for Credit Courses	Policy Number	607
Section	Academics	Approval Date	September 28, 2023
Subsection	Instruction and Curriculum	Effective Date	September 28, 2023
Responsible Office	Office of the Provost/Senior Vice President for Academic Affairs		

1.0 PURPOSE

1.1 The Utah Board of Higher Education has delegated to UVU’s Board of Trustees (“the Board”) the responsibility to review, approve, adjust, and repeal course-based fees. This policy establishes the process for creating, reviewing, revising, and repealing course-based fees for credit courses and the appropriate use of course-based fee revenues.

2.0 REFERENCES

- 2.1 Northwest Commission on Colleges and Universities’ Accreditation Standards 2.G.2
- 2.2 Utah Board of Higher Education Policy R506 *Inventory of Budget Related and Self-Supporting Courses*
- 2.3 Utah Board of Higher Education Policy R517 *Course and Program Fees*
- 2.4 UVU Policy 606 *Adoption of Course Materials and Textbooks*

3.0 DEFINITIONS

- 3.1 **Course-based fees:** Fees established to cover allowable costs of a particular course not covered by tuition.
- 3.2 **Course lab fee:** Supports the cost of laboratory materials and supplies used in a course within a specific academic space.
- 3.3 **Differential tuition:** An amount charged on top of base tuition to support additional services and academic programming for students in a particular academic program.
- 3.4 **Fee cards:** Instructor-distributed forms allowing students to purchase course-required supplies (such as art or shop materials) specific to the individual student’s course project directly from the University through payment at the Bursar’s Office.



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3.5 Lab access fees: A subset of course-based fees established to support the purchase, repair, or replacement of lab equipment or supplies within a specific school/college.

3.6 Private-instruction/clinical-practice fees: Fees established to pay individualized instructional services rendered by faculty or staff such as private tutoring for music, aviation flight, clinical supervision, etc.

3.7 Fee cards: Instructor-distributed forms allowing students to purchase course-required supplies (such as art or shop materials) specific to the individual student's course project directly from the University through payment at the Bursar's Office.

3.8 Self-supporting-course fees: Fees charged to students in lieu of Board-approved tuition for credit courses that are not funded through appropriated revenues.

3.9 Tool fee: Supports the purchase, repair, or replacement of specialized tools within a specific department/program.

4.0 POLICY

4.1 Policy Statement and Scope

4.1.1 In accordance with this policy, the University may assess course-based fees for credit courses in addition to tuition and general student fees approved by the Utah Board of Higher Education. Course-based fees may be assessed to cover costs when no other dedicated funds are available for the allowable expenses. The University will strategically prioritize affordability during all course-based fee assessments.

4.1.2 This policy does not apply to non-credit courses or programs.

4.2 Course-based Fees

4.2.1 Course-based fees shall cover only the specific, direct costs essential to the educational outcomes for specific undergraduate courses. These costs may cover materials that cannot be purchased by individual students or bulk purchases that reduce the cost to students. Such direct costs include course materials, chemicals, tooling, uniforms, laundry, testing, off-site instructional activities, supplies used in instructions, instructional equipment, student licensure and certifications, maintenance of laboratory equipment, computer software, subscriptions, or transportation in which the entire class participates.

4.2.2 Course-based fees shall be based on the cost of the activity or service for which the fee is being charged. Revenue from course-based fees may only be used to support the activity or service for which the fee is being charged as outlined in section 4.2.1.



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4.2.3 Excluding equipment replaced on a rotating schedule, course-based fees shall be used each academic period for the benefit of the students who paid the fees.

4.2.4 Course-based fees may not be charged for courses assessing differential program tuition.

4.2.5 Course-based fees shall not be used to pay instructional services rendered by faculty, staff, or teaching assistants. Exceptions may include special instructional arrangements such as independent contractors whose services are associated with private instruction.

4.2.6 Course-based fees shall not be used for materials that can be purchased directly by students through the Campus Store or other approved institutional entities.

4.2.7 Course-based fees may be assessed to recover costs not covered by tuition and/or general fees associated with individual courses. This assessment is only allowed when those costs represent direct or assignable costs calculated on a per-student basis and are essential to the educational outcomes of the course.

4.2.8 In consultation with the Academic Affairs Council, the Provost shall establish parameters for course-based fees.

4.3 Course-Based Fee Record and Collection

4.3.1 The Academic Scheduling Office is responsible for maintaining a current record of all course-based fees.

4.3.2 All course-based fee revenue shall be paid directly through university-authorized student accounts receivable processes. These course-based fees are subject to the same billing, refund, and collections process as tuition.

4.3.3 Fee cards for students in individual course sections of a course may only be used to pay for materials, costs associated with excursions, etc. as approved in writing by the department chair and the dean of the appropriate school/college. Students shall be informed about these fee cards in the course syllabus.

4.4 Self-Supporting-Course Fees

4.4.1 In accordance with Utah Board of Higher Education Policy R506 and in consultation with the Vice President of Finance and Auxiliary Services, deans of schools/colleges may identify specific courses and/or course sections as self-supporting. Direct instructional expenditures for these course sections shall not be paid from appropriated indexes, as self-supporting course sections are not eligible for state tax-fund support.

4.4.2 At the request of a dean in a school/college, the Provost, in consultation with President's Council, may establish self-supporting-course fees in lieu of Board-approved tuition and fees.



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5.0 PROCEDURES

5.1 Course Fee Review Committee

5.1.1 The Course Fee Review Committee is a university committee appointed by the Provost. Voting members of the committee shall consist of the following: one academic administrator designated by the Provost who will serve as the committee chair; at least three faculty members (with no more than one from each school/college) approved by Faculty Senate; at least one student recommended by UVUSA; a representative from the Office of Academic Scheduling; and a representative from the Budget Office.

5.1.2 Faculty members shall serve a single three-year term.

5.1.3 The Course Fee Review Committee shall ensure that course-based fees are justifiable, reasonable, and necessary for the specific course for which they are approved.

5.1.4 The Course Fee Review Committee shall review each course-based fee at least once every three years to ensure the fee still meets established objectives and that the funds generated are used for their approved purpose.

5.1.5 As part of this review, the Committee shall examine revenues, expenditures, and fund balances for the indexes associated with the course-based fees being reviewed.

5.2 Course Fee Proposals

5.2.1 Departmental proposals for course-based fees shall be submitted by the deadline established by the Course Fee Review Committee through the appropriate dean.

5.2.2 Proposals for course-based fees must be submitted to the Course Fee Review Committee for the approval of all new fees, changes in existing fees, and deletion of fees. The request shall include the rationale and justification for the request, specific expenses to be paid from the fee revenue, the course(s) for which the fees are requested, the date of implementation or deletion, the requested amount of the fee, and any additional information needed for consideration.

5.2.3 The Course Fee Review Committee shall review all proposals to establish new and revise existing course-based fees. These proposals must meet the general principles of this policy and be supported by a demonstrated need, a sound budget plan, and a clear statement describing the purpose of the fee.

5.2.4 The Course Fee Review Committee shall communicate the findings of their review and any recommended changes or deletions to the department chair and dean. The department chair and dean shall respond to the review findings and recommendations. The Course Fee Review Committee shall consider this response in finalizing their recommendation to the Board of Trustees.



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5.2.5 In cases where the Course Fee Review Committee recommends repealing a course-based fee, the fee shall no longer be in effect after a period of one full academic year.

5.3 Approval of Course-based Fees

5.3.1 Course-based fees shall be approved for no more than three academic years unless reviewed and renewed by the Course Fee Review Committee and Board of Trustees.

5.3.2 Course-based fees shall be repealed after three years if not reviewed and renewed by the Course Fee Review Committee.

5.3.3 The Board of Trustees shall, at least annually, review and approve the recommendations of the Course Fee Review Committee (see section 5.1 *Course Fee Review Committee*) for requests to establish, revise, or repeal course-based fees.

5.3.4 The Board of Trustees shall review and approve course-based fees every spring. Approved course-based fees will be published in the academic term's schedule, which is available to students prior to registration.

5.4 Monitoring and Financial Management

5.4.1 Annually, Finance and Business Services shall provide to the Provost and each dean an annual financial report for each index that receives course-based fee revenue.

5.4.2 To ensure compliance with this policy and established parameters, each dean shall monitor course-based fee revenues, expenses, and fund balances within their college or school. This review shall occur annually and inform recommendations for fee changes or deletions.

5.4.3 At least annually (prior to Fall registration), the Budget Office shall request each dean review self-supporting fees and recommend any changes for the coming academic year. Requested changes for self-supporting fees will be presented to President's Council for approval.

5.5 Notice to Students

5.5.1 Each semester's class schedule shall include information about approved course-based fees. Any changes to course-based fees must be approved and published in the class schedule for the semester in which the change becomes effective. Only fees listed in the class schedule shall be assessed for that semester.

5.5.2 Department chairs shall work with the Academic Scheduling Office to ensure the correct course-based fees are published in the class schedule each semester.

5.5.3 For self-supporting courses not available to the general public through the class schedule, enrolling students shall be provided self-supporting course fee information prior to registration.



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POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity
February 23, 2017	Revised policy approved.	UVU Board of Trustees
September 28, 2023	Revised policy approved.	UVU Board of Trustees