POL-U1400.03 Establishing and Changing Course and Lab Fees

This policy applies to University personnel involved in establishing and changing course and lab fees that are fixed or variable as defined below.

Definitions:

**Fixed Course/Lab Fee:** Assessed to all students in a course at the beginning of the quarter. All courses with a fixed course or lab fee will be identified in the University’s published list of fees and rates.

**Variable Course/Lab Fee:** Specific fee amount is determined and assessed to students during the quarter. Each student’s variable fee amount is determined based on materials or services selected and consumed by the individual student. Examples include variable field trip fees, variable art material fees, etc. All courses with a variable course or lab fee will be identified in the University’s published list of fees and rates.

1. **Departments May Establish a Course or Lab Fee to Cover the Costs of Goods and Services Related to a Specific Course in the Event that Such Costs are Not Covered by State Funds or Other Student Fees**

   In order to be established, the fee must meet at least one of the following criteria:

   a) Cover the cost of consumable materials used by the student to make items in class which will be retained by the student.

   b) Cover the cost of individual student’s specific expenses (e.g., artist models, technicians) which are unique to the student’s course work activities.

   c) Cover the cost of supplies and materials which are required in the course and are being provided directly to students for convenience and/or economy purposes.
d) Cover the cost of course-specific equipment repair and/or replacement. Equipment repair and/or replacement costs may be shared with other courses.

e) Cover the cost of field trips and related cost.

2. Faculty Members Wanting to Establish a New Course or Lab Fee, or Change the Amount or Purpose of an Existing Course or Lab Fee, Must Follow PRO-U1400.03A

Fees that have not been approved cannot be charged in the upcoming fiscal year.

3. The Budget Office Publishes List of Approved Fees and Rates

4. Fees Will Be Assessed in an Accurate and Timely Manner According to PRO-U1400.03B and PRO-U1400.03C

Fixed course/lab fees will be assessed during the registration process (see PRO-U1400.03B). Variable course/lab fees are determined by the department. The instructor will verify payment by student prior to issuing grades (see PRO-U1400.03C).

5. President, Upon Recommendation of the Provost, May Approve Exceptions to this Policy