

## Guidelines for Establishing Course-Based Fees

### *Degree Level for Course-Based Fees*

Course-based fees are limited to undergraduate courses. For graduate courses, differential tuition covers allowable costs of a particular course not covered by tuition. Differential tuition is evaluated each year in the tuition setting process, so that adjustments may be made where needed.

### *Minimum Threshold for Course-Based Fees*

Although UVU's policy does not state a specific dollar threshold, there is an institutional guideline regarding course-based fees that are less than \$10. The amount of revenue generated by small course-based fees is minimal, which presents time considerations when it comes to going through the course fee review process, as well as monitoring and maintaining an associated course fee index for approved course-based fees that are less than \$10.

### *Special Circumstances Related to Course-Based Fees*

UVU offers academic programs funded with non-appropriated funding in indexes that start with a letter (also referred to as soft funds or off-budget funds), such as in allied health and aviation. Courses offered in non-appropriated academic programs cannot charge course-based fees.

### *Definitions for Course-Based Fee Types*

Fee Type	Definition
Course Lab	<ul style="list-style-type: none"> <li>▪ Supports the cost of laboratory materials and supplies used in a course within a specific academic space.</li> <li>▪ Supplies are used in courses with instructional method designation of LAB.</li> <li>▪ Supplies are used in courses with instructional method designation of LEL and primarily used in the laboratory setting.</li> </ul>
Course Lecture	<ul style="list-style-type: none"> <li>▪ Supports the cost of materials and activities used to enhance the educational experience.</li> <li>▪ Supplies are used in courses with instructional method designation of LEC.</li> <li>▪ Supplies are used in courses with instructional method designation of LEL and primarily used in the traditional classroom setting.</li> </ul>
Lab Access	<ul style="list-style-type: none"> <li>▪ Supports the purchase, repair, or replacement of computer hardware within a specific school/college.</li> </ul>
Software	<ul style="list-style-type: none"> <li>▪ Supports the purchase of student use software, upgrades, and licensing.</li> </ul>
Tools	<ul style="list-style-type: none"> <li>▪ Supports the purchase, repair, or replacement of specialized tools within a specific department/program (e.g., auto mechanics).</li> </ul>

### *Categories for Teaching and Learning & Required Funding Sources*

Category	Category Description & Examples	Required Funding Source (in rank order)
Academic Space	<ul style="list-style-type: none"> <li>▪ University facilities whose primary purpose is the support of academic activities related to teaching and learning.</li> <li>▪ Examples: Classrooms, laboratories, simulators</li> </ul>	<ol style="list-style-type: none"> <li>1. R&amp;R</li> <li>2. Grants</li> <li>3. Donations</li> <li>4. University Funds</li> <li>5. Dean Contingency Funds</li> <li>6. Capital Development Funds Appropriated by the Legislature</li> </ol>
Capital Assets (Equipment)	<ul style="list-style-type: none"> <li>▪ All equipment with an acquired value of <u>over \$5,000</u> and is tagged with a UVU inventory sticker.</li> </ul>	<ol style="list-style-type: none"> <li>1. R&amp;R</li> <li>2. Grants</li> <li>3. Donations</li> </ol>

Category	Category Description & Examples	Required Funding Source (in rank order)
	<ul style="list-style-type: none"> <li>▪ Examples: Audio visual equipment, data processing equipment (computers), software, instructional equipment</li> </ul>	<ol style="list-style-type: none"> <li>4. University Funds</li> <li>5. Course-Based Fees for Course Lab, Course Lecture, Lab Access, or Tools</li> <li>6. Dean Contingency Funds</li> </ol>
<p>Capital Assets (Equipment) Maintenance &amp; Service</p>	<ul style="list-style-type: none"> <li>▪ Contractual or non-contractual maintenance of capital assets intended to prolong its usable life or maintain performance. Includes replacement of accessories and parts.</li> <li>▪ Examples: Annual agreements with third-party service vendors, monthly service arrangements for equipment, such as equipment calibration or preventive maintenance and repair</li> </ul>	<ol style="list-style-type: none"> <li>1. R&amp;R</li> <li>2. Department Funds</li> <li>3. Course-Based Fees for Course Lab, Course Lecture, Lab Access, or Tools</li> <li>4. Dean Contingency Funds</li> </ol>
<p>Class Activities &amp; Field Trips</p>	<ul style="list-style-type: none"> <li>▪ Experiences that take place outside of an academic space and are required within the context of a course.</li> <li>▪ Examples: Entrance fees, field work expenses, travel expenses</li> </ul>	<ol style="list-style-type: none"> <li>1. Grants</li> <li>2. Donations</li> <li>3. Department Funds</li> <li>4. Course-Based Fees for Course Lecture</li> <li>5. Dean Contingency Funds</li> </ol>
<p>Computer Hardware/Parts</p>	<ul style="list-style-type: none"> <li>▪ Computers and computer peripherals whose value is <u>less than \$5,000</u> per unit.</li> <li>▪ Examples: Keyboards, laptops, mice, monitors, printers</li> </ul>	<ol style="list-style-type: none"> <li>1. Grants</li> <li>2. R&amp;R</li> <li>3. Department Funds</li> <li>4. Course-Based Fees for Course Lecture, Course Lab, or Lab Access</li> <li>5. Dean Contingency Funds</li> </ol>
<p>Materials &amp; Supplies</p>	<ul style="list-style-type: none"> <li>▪ Any goods, materials, or teaching tools used by individual students to meet learning outcomes of a specific course during a specific academic period.</li> <li>▪ Examples: Art supplies, biological specimens, chemicals, film, gloves, protective clothing</li> </ul>	<ol style="list-style-type: none"> <li>1. Grants</li> <li>2. Donations</li> <li>3. Department Funds</li> <li>4. Course-Based Fees for Course Lecture or Lab Access</li> </ol>
<p>Non-capital Assets (Equipment)</p>	<ul style="list-style-type: none"> <li>▪ Items costing <u>less than \$5,000 per unit</u>, are not labeled with a UVU inventory sticker, and of which items that are sensitive to conversion to personal use are clearly engraved or stenciled to indicate UVU ownership.</li> <li>▪ Examples: Audiovisual equipment, microscopes, musical instruments, digital cameras, virtual 3D goggles</li> </ul>	<ol style="list-style-type: none"> <li>1. Grants</li> <li>2. Donations</li> <li>3. R&amp;R</li> <li>4. Department Funds</li> <li>5. Course-Based Fees for Course Lab, Course Lecture, Lab Access, or Tools</li> <li>6. Dean Contingency Funds</li> </ol>
<p>Non-capital Assets (Equipment) Maintenance &amp; Service</p>	<ul style="list-style-type: none"> <li>▪ Contractual or non-contractual maintenance of non-capital assets intended to prolong its usable life or maintain performance. Includes replacement of accessories and parts.</li> <li>▪ Examples: Annual agreements with third-party service vendors, monthly service arrangements for</li> </ul>	<ol style="list-style-type: none"> <li>1. R&amp;R</li> <li>2. Department Funds</li> <li>3. Course-Based Fees for Course Lab, Course Lecture, Lab Access, or Tools</li> <li>4. Dean Contingency Funds</li> </ol>

Category	Category Description & Examples	Required Funding Source (in rank order)
	equipment, such as equipment calibration or preventive maintenance and repair	
Printed Materials, Licensing, or Copyrights	<ul style="list-style-type: none"> <li>▪ Materials for which permission has been obtained or for which a license permits use.</li> <li>▪ Examples: Case studies, lab experiments, play</li> </ul>	<ol style="list-style-type: none"> <li>1. Grants</li> <li>2. Donations</li> <li>3. Department Funds</li> <li>4. Course-Based Fees for Course Lecture</li> <li>5. Dean Contingency Funds</li> </ol>
Private Instruction	<ul style="list-style-type: none"> <li>▪ Compensation for instructors of individualized private instruction necessary for the development of personal performance skills or artistic competencies of such students</li> <li>▪ Examples: Private music instruction</li> </ul>	<ol style="list-style-type: none"> <li>1. Grants</li> <li>2. Donations</li> <li>3. Course-Based Fees for Course Lab or Course Lecture</li> </ol>
Software	<ul style="list-style-type: none"> <li>▪ Computer-related software for individual student use that meets learning outcomes of a specific course whose value is <u>less than \$5,000</u>.</li> <li>▪ Excludes licensing for enterprise-level software (e.g., Adobe).</li> <li>▪ Examples: Annual license maintenance fees, software package/license</li> </ul>	<ol style="list-style-type: none"> <li>1. Grants</li> <li>2. Donations</li> <li>3. Departmental Funds</li> <li>4. Course-Based Fees for Software</li> <li>5. Dean Contingency Funds</li> </ol>
Special Program/ Clinical Practice	<ul style="list-style-type: none"> <li>▪ Offsets costs for personnel services and related expenses</li> <li>▪ For <u>courses required in an academic program</u>, the best practice is to have a course-based fee for financial aid purposes.</li> <li>▪ Examples: Background investigations, access to software to track immunizations, expenses related to clinical experiences, such as a subject matter experts/preceptors in nursing, dental hygiene, emergency services.</li> </ul>	<ol style="list-style-type: none"> <li>1. Course-Based Fees for Course Lab or Course Lecture</li> </ol>

\*R&R = Renewal and Replacement

### Fee Charge Details

Fee Type	Definition
Course Lab	<ul style="list-style-type: none"> <li>▪ Once per section per semester, regardless of how many sections they're registered for from any college/school.</li> </ul>
Course Lecture	
Lab Access	<ul style="list-style-type: none"> <li>▪ Once per semester, regardless of how many sections they're registered for: <ul style="list-style-type: none"> <li>○ from the same college/school, and</li> <li>○ using the same attribute code.</li> </ul> </li> </ul>
Software	
Tools	

Important Note: If a student repeats a course, they pay the fee again.

To assist with tracking course-based fees that are charged once a semester, Business Intelligence & Research Services (BIRS) developed a dashboard in Tableau that shows the unique number of students in credit courses with associated course-based fees:

<https://tableau.uvu.edu/views/CourseFeesforLabs/CourseBasedforCreditCourses>

### ***General Principles in Utah State Board of Higher Education Policy***

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

- 5.1 Course and program fees should cover only the specific costs associated with the particular course or program.
- 5.2 Institutions may not charge course or program fees for costs that are incurred across all programs or courses.
- 5.3 Course and program fees should recover costs when no other dedicated funds are available for that purpose.
- 5.4 Institutions should set course and program fees based on the cost of the activity or service for which the fee is levied.
- 5.5 Institutions may use course and program fees only to support the activity or service for which the fee is being charged.
- 5.6 Institutions shall track and account course and program fees in such a way that the proper use of revenue can be evaluated or audited.
- 5.7 With the exception of equipment replaced on a rotating schedule, course and program fees shall be used each academic period for the benefit of the students who paid the fees.
- 5.8 Course and program fees shall not be used to pay instructional services rendered by faculty, staff, and teaching assistants. Exceptions may include special instructional arrangements such as private music, aviation, clinical, and tutors.
- 5.9 Course and program fees should not be used to pay for materials that can be purchased directly by students through campus stores or other approved institutional entities.

Exceptions to these general principles shall be documented by the institution and reviewed periodically by the institution's course and program fee committee.