Criteria for Academic Fee Charges

Academic Fees may be approved and implemented if they meet one of the following three criteria for charges:

(1) Criteria for State-Supported Courses - Fees may be charged sufficient to cover the costs of:

1. Cover costs related to the use of a facility that is required for a specific course or course experiences but is not a part of the university's facilities.
2. Cover costs for materials to produce a product or project that becomes the property of the student.
3. Cover costs for materials required for a specific course or course activity that cannot be reused.
4. Cover costs for materials required for a specific course or course requirements that can be provided for students at a lower costs to students through volume purchasing.
5. Cover costs for transportation for students on field trips required for a specific course or specific course experiences.
6. Cover costs for the purchase and maintaining equipment and software specific to the course.
7. Occasional technical, safety, chemical hygiene, and lab/field assistant support.
8. Private lessons in vocal or instrumental music.
9. Test fees.

(2) Criteria for Self-Support Courses - Fees may be charged sufficient to promote and deliver the course, to contribute to unit overhead, and to meet other programmatic goals of the self-support unit.

(3) Criteria for Delivery of Self-Support Programs - Program fees may be charged sufficient to cover the direct and indirect costs of the program, including the following:

1. To cover the costs of promotion and delivery.
2. To contribute to the overhead of the unit.
3. To contribute to the contingency fund of the unit.
4. To build a fund to develop new programs.
5. To meet appropriate costs to support the other programmatic goals of the unit and any other costs useful of the unit in providing services.

(4) Criteria for Service Fees, Self-Support Functions - Service fees may be charged sufficient to cover the direct and indirect costs to the unit providing the service.

(5) Criteria for Fees as Penalties - Penalty fees may be charged sufficient to discourage unwanted behaviors that do not comply with the university policy and defray the costs that result from such behaviors.

[Responsibility: Academic Finance Manager; Authority: George Clark, VP for Business and Financial Affairs; Reviewed/Endorsed by Budget and Finance Committee; 09/17/2013; Reviewed/Endorsed by Provost's Council; 09/11/2013; Cabinet/UPAC; Review/Effective Date: xx-xx-xxxx; Approved by: James L. Gaudino, President] [Responsibility: Academic Finance Manager; Authority: George Clark, VP for Business and Financial Affairs; Reviewed/Endorsed by Budget and Finance Committee; 09/17/2013; Reviewed/Endorsed by Provost's Council; 09/11/2013; Cabinet/UPAC; Review/Effective Date: xx-xx-xxxx; Approved by: James L. Gaudino, President]