COURSE FEE POLICY AND GUIDELINES

Course Fees are defined as charges in addition to the regular instructional fee (tuition) and segregated fees. These fees are assessed to all students enrolled in a course with an approved Course Fee.

An overall goal for the University of Minnesota is to have no more than 6-7% of total courses charge an additional course fee. For UMC, it is anticipated 20-25 course fees will be submitted, or not more than 8 – 10 per center.

POLICY:

Course fees may be assessed:
1) When academic departments purchase materials that will be used in developing products that the students will retain or consume;
2) When they purchase from non-University vendors services or products that are subsequently provided to students as a requirement of a course;
3) When academic departments provide individual lessons to students; or
4) When distance education courses are delivered by correspondence or electronically in order to cover delivery costs.

Course fees should be assessed only in specifically justified situations and should not be substituted for general budget support. The approval process for course fees will be the same as for other UMC tuition, rate and fee recommendations (Course Fee Committee proposal to Executive Committee, reviewed with students at open hearing).

GUIDELINES:

- Course Fees must be used solely for support of the course involved.
- Course Fees should be patterned after existing course fees already in use by other University of Minnesota campuses.
- Justification of the fees needs to be specific. List type of supplies; field trip details – transportation, meals and lodging.

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