COURSE FEE POLICY & PROCEDURES
UNIVERSITY OF MINNESOTA, CROOKSTON

I. Background
Departments may assess special course fees to pay for certain instructional costs that are not covered by the regular instructional budget. Special course fees may be used for a variety of purposes, as deemed necessary by the institution, for the delivery of a credit course. Course fees shall be used solely for approved purposes and in support of the courses for which the fees were assessed. Departments must strive to provide all students in a course who are charged a special course fee with a reasonable opportunity to benefit equally from the fee.

II. Regents Policy

UNIVERSITY OF MINNESOTA
BOARD OF REGENTS POLICY

TUITION AND FEES
Adopted: February 10, 1995
Amended: May 10, 1996; April 11, 1997; June 12, 1998; March 12, 1999; December 10, 2004
Supersedes: (see end of policy)

SECTION III. FEES.
Subd. 2. Course Fees. Course fees may be assessed when academic units:

a) purchase materials that will be used in developing products that students will retain or consume;
b) purchase from non-University vendors services or products that are subsequently provided to students as a requirement of a course;
c) provide individual lessons to students; or
d) deliver distance education courses by correspondence or electronically.

Course fees shall be assessed only in specifically justified situations and shall not be substituted for general budget support.

III. University of Minnesota, Crookston Campus Policy

Course fees shall be used solely for approved purposes and in support of the courses for which the fees were assessed. Departments may not use revenue from course fees for costs that should reasonably be covered by the institution's regular instructional budget.

Some examples of purposes for which institutions may charge special course fees include the cost of transportation and admission on field trips; materials for projects that result in tangible products retained or specialized supplies consumed by students; and private lessons provided to students enrolled in music classes.

A course fee cannot be charged for the basic complement of classroom supplies and materials required for instruction. These include but are not limited to: hand-outs, chalk, erasers, paper clips, pointers, glassware used by students enrolled in chemistry courses, classroom instructional equipment such as projectors (slide, overhead, computer, etc.) and associated supplies (bulbs,
transparencies, software, etc.), or any other supplies deemed necessary to equip the instructional space for courses.

Course fee rates must be equal to or less than the actual cost incurred to provide materials or services to one student in one semester. Administrative fees and inflationary adjustments cannot be added to course fees.

An overall goal for the campus is to have a minimal number of courses charge an additional course fee.

Existing Course fees are required to be reviewed on a rotating scheduled, with a sample of existing course fees reviewed each year. This review process may include a financial summary.

IV. Procedures

A. Application
A request for a special course fee may be initiated when the department or program believes that the level of expense in a course validates the need for such a fee. Changes to existing fees or newly proposed fees may be initiated by the program with approval by the department chair. The request shall be made on the appropriate Request for Course Fee Form and must be submitted according to the existing procedures and deadlines. The request shall include a short justification for the fee with a description of how the fee revenue is intended to be spent, a specific proposal that identifies the amount of the fee to be charged, a budget that details the anticipated revenue and expenses associated with the fee account, evidence that the faculty in the department or program have discussed the fee, and the value added for the course in which the special fee will be charged.

B. Approval and Notification
The UMC Course Fee Committee shall review all proposed course fees for appropriateness. The Course Fee Committee will recommend to the Chancellor which fees should be approved for the upcoming academic year.

Denials
A department head may appeal the recommendation of the Fee Committee not to approve a fee request. A request for an appeal must be made in writing and filed with the Fee Committee chair within ten workdays of receipt of notification of the committee’s recommendation. The matter will be referred to a three-person committee who will advise the Chancellor. This committee will be comprised of the chair of the Faculty Consultative Committee, the chair of the Academic Standards & Policy Committee, and a student member appointed by the CSA President. The Chancellor may appoint alternates if members of the committee are unable to serve.

Timeframe
Decisions must be made within ten workdays of the request. If the appeal committee fails to act within this period, the request will be forwarded to the Chancellor for final review.

Approved course fees shall be included in the university class schedule.

C. Fee Collection
The fee for all approved course fees will be billed to students through the regular university billing process. Departments are prohibited from collecting course fees in the classroom, and faculty or instructors may not collect fees from students.

D. **Fee Expenditures**
Departments may use course fee funds only for the purposes for which they were intended. Revenue generated by course fees should be expended by the end of the fiscal year and expenditures restricted to those purposes identified in the department's approved fee request. Accumulation of significant fund balances may prompt reduction of the course fee.

E. **Accountability**
Course fees are deposited to a separate, easily audited account under the direct control of the department responsible.

-- Approved by Chancellor’s Administrative Cabinet, 01/26/2009
-- Revised by Chancellor’s Administrative Cabinet, 02/22/2010; 4/5/2010