

1 **Course Fees, Special**

2 Effective: Moved to Policy Library from UPM 2.5(13)

3 Updated/Revised: November 15, 2010

4 Contact: [Office of the Registrar](#)

5 **Introduction**

6 Costs of offering a course are expected to be borne by the department offering the course, including materials related to the
7 mechanics of teaching the course, such as course outlines, syllabi, exams, and similar handouts, and the purchase and
8 replacement costs of instructional equipment with a typically expected usable life of more than five years. The department is
9 also expected to bear the costs of staffing courses, including personnel employed to aid in the course such as teaching
10 assistants and guest speakers. Exceptions to this basic principle arise when there are unusual and/or extraordinary costs
11 associated with offering a course.

12 **Policy Statement**

13 Authorization to assess special course fees for exceptional costs will be granted on a case-by-case basis. Examples of costs
14 that may be recovered by assessing a special course fee include:

- 15 • Required travel costs for students to visit off-campus sites as part of the course
- 16 • Consumable supplies, such as art supplies
- 17 • Non-inventoried instructional materials used as part of the course
- 18 • Maintenance costs of instructional equipment
- 19 • Amortized replacement costs of equipment with a typically expected usable life of less than five years

20 Exceptions to this policy, for unusual situations involving costs not typically associated with courses, must be approved by
21 the Office of the Senior Vice President and Provost.

22 Delivery costs for offering a course off campus are not defined as special course fees and are not included in this policy.

23 Students are expected to pay the cost of supplemental written materials, such as supplemental readings, if they are to have
24 ownership of the materials. The costs of supplemental written materials will not be assessed through the special course fees
25 system. If the department does not wish to cover the costs of such materials, the materials should be sold to the students
26 through the University Book Store or other local distributors. This procedure simplifies the financial transaction, and helps to
27 avoid possible copyright infringement.

28 The fees must be based on plausible estimates of the anticipated costs or previous records of actual costs, and should be
29 kept as low as possible. The deans' offices must keep complete and accurate records of the justification for any fee
30 approved.

31 See Resources below for Special Course Fees Definitions, Processes and Procedures.

32 **Resources**

33 **Links**

- 34 • [AccessPlus Login Page](#)
- 35 • [Accounts Receivable Office](#)
- 36 • [Office of the Registrar](#)
- 37 • [Special Course Fees Definitions, Processes and Procedures](#)