Roles, Responsibilities, and Procedures

This document outlines the roles, responsibilities, and procedures related to the establishment, management, and oversight of course fees. It is designed to ensure consistency, accountability, and alignment with university policies.

Instructor

- Recommends fees with consideration for keeping them as low as possible.
- Reviews rates annually and recommends adjustments when appropriate.

Academic department offering the course

- Submits requests via a Workday request form prior to assessing a new course fee. The fees must be based on reasonable estimates of the anticipated costs or previous records of actual costs, and should be kept as low as possible.
- Reviews existing course fees annually if there are plans to renew them for the next year's catalog.
- Separately tracks the revenue and expenses associated with each unique course fee. Revenues should not be co-mingled with other activities of the unit. All course fee billing, revenue posting, and payments must be processed by the Accounts Receivable Office.
- Authorizes the spending of the fees for the intended purpose as stated in the justification submitted for approval.
- Ensures that resources are used appropriately and consistently with university policies.

Academic college offering the course

- Reviews course fee submissions to ensure necessity and compliance with university policies.
- Retains documentation supporting the fee amount for a period of 10 years. Course fees should be based on plausible estimates of the anticipated costs or previous records of actual costs.
- Conducts an annual review of course fee account balances, to be completed by fiscal year-end. Course fee operations are expected to run on a break-even basis for students enrolled in a particular course. The overall goal is to avoid long-term accumulation of course fee balances while also recognizing the occurrence of reasonable short-term variances—due to timing of purchases, larger planned investments, bulk purchasing opportunities, curricular considerations, and other operational factors that impact course fee expenses. Accounts with a free balance of +/- 20% of the course fee revenue—and where the surplus is greater than $100 or the deficit is less than ($100) require review as follows:
    - If **account surplus**, reviews should proceed in the following order:
        1. Determine whether the surplus is intended for larger investments as stated in the initial course fee justification. If yes, and the surplus relates to the larger investment, the review is complete.
        2. Consider whether the course fee should be reduced in the future and act based on what best supports instructional quality and student benefit. Units are encouraged to prioritize the following, in order:
            - Use the surplus to support educational enhancements for the course in which the fee was charged, in alignment with the original intent of the fee.

           With approval from the Office of the Senior Vice President and Provost:

        - Fund expenses in courses where fees are not sufficient to cover course costs.
        - If surplus remains after addressing the above needs, consider strategic reinvestment into student-focused initiatives that ensure the greatest possible benefit and value for students.
    - If an **account deficit**, consider whether the fee should be increased in the future and whether there are other funding sources that should be used to fund the activity. Accumulated deficits are the responsibility of the departments.
- Ensure that all course fee revenue collections and expenditures occur in the course fee IRT to maintain proper documentation of course fee activity.
- Ensure that accumulated balances earmarked for large, non-annual purchases are appropriately managed, justified, and do not unduly affect future course fee calculations.

Senior Vice President and Provost

- Authorizes exceptions to the course fee policy on a case-by-case basis, for a duration no greater than one year.
- Reviews and approves/denies variable course fee requests.
- Reviews and approves or denies Course Fee Surplus Use Approval Forms.
- Conducts annual reviews of course fee activity, sharing conclusions with relevant stakeholders—including but not limited to: Tuition Assessment Oversight Advisory, Provost Council members, and Academic Fiscal Officers in units where course fee activity occurs.

Accounts Receivable

- Manages billing and payment processes for student charge activities on behalf of departments. After charge assessment or payment, financial transactions are posted into the appropriate departmental account.

Registrar

- Makes available the complete cost of attendance for students' review prior to course registration.
- Establishes assessment process and deadlines to ensure that this information is available for publication in the schedule of classes.
- Conducts authorization, publication, and changes of course fees.
- Authorizes access to the Student Course Fee system.

For contact details, refer to the "Who to Contact with Questions" section in the Course Fee Policy.