



April 17, 2013

To: UAA Faculty, Staff, and Administration

From: Tom Case, Chancellor *T Case*

Cc: Chancellor's Cabinet
Academic Deans and Campus Directors
Helena Wisniewski, Vice Provost for Research and Graduate Studies and Dean, Graduate School
Susan Kalina, Vice Provost for Undergraduate Academic Affairs
David Yesner, Associate Dean, Graduate School

Re: **Course Fee Policy and Form**

In the interest of greater transparency of process for course fees and of better serving our students, the Provost created the AY13 Course Fee Task Force, as requested by the UAA Policy Advisory Committee. The Task Force included faculty, staff, and a student representative and was charged to develop a formal policy that identifies the criteria to be used in establishing new and reviewing existing course-level fees. The Provost also charged the Task Force to review the processes for approval and periodic review of course-level fees.

The draft policy went out to the following for comment and feedback: Faculty Senate, USUAA, University Assembly, APT Council, Classified Council, the Academic Deans and Campus Directors, the Provost and Vice Chancellor for Academic Affairs, the Vice Chancellor for Administrative Services, and the Vice Chancellor for Student Affairs.

I have approved the final version, attached to this memo. The policy goes into effect immediately and will be posted on the Academic Affairs Web site for future reference.

I would like to thank the members of the Task Force and the entire UAA community for a thorough process of review and revision. Thank you for your service to our students.

UAA COURSE FEE POLICY

PREAMBLE

As the Board of Regents recognizes that the state general fund is not sufficient to pay the full cost of education and as individual faculty provide instruction using a variety of methods, course fees (costs for specific instructional purposes) are permitted to bridge the funding gap.

It is the responsibility of the college or school to provide to the UAA Provost a rationale for the need for new or changed course fees, to set fees before registration begins and to conduct a periodic review of course fees to ensure good stewardship of fees collected from our students.

GOVERNING REGENTS POLICY: *P05.10.010, P05.10.070, R05.10.070*

DEFINITIONS

“Course fees” are those fees that are specific to a particular course, including fees for enrollment in noncredit courses, material fees, lab fees, individualized instruction fees, supplemental self-support fees for summer school, special for-credit programs and courses, and course-specific facility and equipment use and other fees. [BOR policy P05.10.020]

UAA PROCEDURES

To better implement BOR policy and for UAA regulation, the following course fee procedures are required for course-based lab, service and material fees.

- 1) The Provost’s Office will set the deadline for submission of requests for new and revised course fees to Academic Affairs. This deadline is intended to comply with University Regulation 05.10.070 (<http://www.alaska.edu/bor/policy/05-10.doc>), which states: “Fees must be established far enough in advance to be published in the semester course schedule. No unpublished fees or fee increases shall be charged to students, unless the reason for not publishing the fee was beyond the control of the department receiving the proceeds and the fee or fee increase is specifically authorized by the respective chancellor.”
- 2) Course Fee Requests must include a statement of how the fee will be used and the fee’s role in instruction. It is not sufficient to list the materials and their costs; a statement of the instructional use of the materials is required for fee approval.
- 3) Course fees shall be charged only for the purpose of meeting expenses beyond those normally covered by tuition at the respective campus. Course fees at UAA break down into the following Course Fee Categories (Sub-categories of Course Fees in Regulation 05.10.07 – C):

Lab fee

Used to help cover student laboratory costs, typically including equipment, lab materials consumed, equipment and facilities maintenance, calibration, rental, lease, supervision, and travel to clinical sites for lab supervision.

Materials fee

Used to cover costs of class materials typically including materials consumed or used in the teaching process, tools, software, manuals, equipment, protective gear or special clothing retained by students enrolled in a class. Includes disposal of hazardous materials. Copying expenses for specific instructional needs require additional justification and cannot include copying syllabi or exams.

Learner Services fee

Used to help cover cost of individual or small group instruction provided outside of a regularly scheduled class time, for example required or optional tutoring, recitation, private lessons, practicum, internships, or resource center support that is essential to student success in the course.

Special Course fee

Used to help cover exceptional costs associated with specific courses such as equipment, insurance, travel, contracted services, additional personnel required to maintain safety or to meet standards, background checks or other items essential to student success in the course. Includes electronic delivery expenses not covered by university distance fees.

This policy does not cover fees for enrollment in noncredit courses, individualized instruction fees, supplemental self-support fees for summer school, special for-credit programs and courses, distance fees or supertuition.

- 4) Course Fees will be listed publicly in the online class schedule associated with each course section and available to each student to see prior to registration. Course fee types will be listed in the class schedule.
- 5) Course fee revenue must be collected and expended from accounts that do not mingle fees with revenue from other sources.
- 6) Colleges/schools will develop an annual or biennial process for continuing or periodic administrative review of course fees, to determine if a fee level requires revision (increase, decrease or elimination) based on procurement and revenue status.
- 7) According to Board of Regents policy, the process for continuing review shall provide for student comment and input, regarding their level of satisfaction with the value received from their course fees. It is the responsibility of each college/school to determine such a process and use the data to inform the program review process, at a minimum of a five-year cycle.
- 8) Course fees will be reviewed each time a course goes through the curriculum review process, and a course fee form must be submitted.

This policy will be reviewed within five years of its approval.