



COURSE FEE GUIDELINES

Course Fee Request/Change Form

The Course Fee Request/Change Form is used to request a new course fee or to revise an existing course fee.

Course Fee Guidelines

Course Fee guidelines are determined by the Office of the Provost in consultation with the Provost Leadership Council.

Definition of Course Fee

Tuition is expected to cover the standard costs of instruction. General costs related to the development, instruction and assessment of offering a course are expected to be borne by the department and college, including materials related to the mechanics of teaching the course, such as course outlines, syllabi, exams, and similar handouts, and the purchase, maintenance, and replacement costs of instructional and other capital equipment. The department is also expected to bear the costs of staffing courses including personnel employed to aid in the course such as teaching assistants and guest speakers.

An additional fee may be requested to cover expenses related to a particular course or program beyond those typically associated with instruction. Pittsburg State University defines a course fee as a charge applied at the course level for consumable expenses directly related to the student's participation in a course. A course fee should be based on plausible estimates of the anticipated costs or previous records of actual costs and should be kept as low as possible.

Examples of allowable costs that may be recovered in limited circumstances by assessing a course fee include:

1. Required materials consumed during the progress of the course.
2. Required materials and equipment that students take away with them at the end of the course.
3. Required travel expenses for students to visit off-campus sites as part of the course such as field trips, off-campus lecturers or events and other required activities in a course.
4. Use of facilities or equipment the department or college does not control.
5. Private instruction associated with a course.
6. Travel expenses associated with offering a course at an alternative location.
7. Technology to support a course (e.g. Graduate and Continuing Studies).

Revenue from course fees must be used solely for approved purposes and in the courses for which the fees were assessed. Units must maintain documentation of course fee revenue and expenses, which will be subject to periodic review.

Examples of Non-Allowable Expenses:

1. Salaries and wages for any university instructor or professor, support staff, or administrative staff.
2. Standard equipment and maintenance such as desks, blackboards, computer projection equipment, fitness equipment, or other standard equipment used for instructional purposes.

3. Instructional materials distributed to the class such as syllabi, assignments, or examination materials.
4. Health or safety equipment required in carrying out course activities such as equipment required by the Occupational Safety and Health Administration, including but not limited to safety shields, respirators, and eye wash equipment.
5. Laboratory equipment usage, primary software, maintenance and related supplies, used by all students and remaining with the college or department at semester's end.
6. Equipment or materials recommended (i.e., not required) in a credit-bearing course.
7. Required books, publications, and software, even if retained by the student at the completion of the course. (For these items, it is best that students have the freedom to shop competitively in markets that include used goods.) An exception to this is when a course wide purchase will result in significant, demonstrable savings for the student.

Program Fees: A program fee may be charged for students within a certain program, department, or college to support extraordinary expenses distinctly related to the instructional infrastructure of the program or unit. These fees are intended to cover technology or facilities that are required for instruction within the unit or program and beyond the expected services provided to all university students.

Payment: Course and program fees will be billed at registration with tuition and general university fees. No fees may be collected directly by faculty or units.

Supplemental Materials: Students are expected to pay directly for the cost of supplemental written materials such as supplemental readings if they are to have ownership of the materials. The costs of supplemental written materials will not be assessed through the course fee system. If the department does not wish to cover the costs of such materials, the materials should be sold to the students through the University Bookstore or other local distributors. This procedure simplifies the financial transaction and helps to avoid possible copyright infringement.

Authorization Procedure: To request a new course fee or change/increase an existing course fee, the Course Fee Request/Change Form should be completed, then routed for signatures as outlined on the form. Once completed, it should be sent to the Office of the Provost for processing through appropriate the channels.

Timelines: Deadlines for submitting a new course fee or modifying an existing course fee are:

- January 3 deadline of each year – completed forms must be filed with the Office of the Provost, 220 Russ Hall, for processing through the appropriate channels

Accountability and Distribution of Course Fees: Course fee revenue and related expenses should not be co-mingled with other activities of the unit. Each course fee associated with a course must be accounted for using a dedicated account, acknowledging a course may have multiple sections including cross-referenced course sections.

Each course fee account balance **must be reviewed at least annually by the Chair/Director of the applicable course department/school**, understanding that further investigation may occur. **The Dean of the college is responsible for ensuring there is a review process in place within their unit (such as a financial report submitted to the Dean following fiscal year end, as an example).**

Account Surplus: Units are expected to consider whether a course fee should be reduced whenever the account free balance exceeds 10% of annual revenue. If a course has not been offered for two consecutive semesters (and a course fee is canceled), balances may be swept into a central account to be used in one of the following ways:

- Fund expenses in courses where fees are not sufficient to cover current consumable costs.
- Consolidate into an account that would have broad applicability to student-focused initiatives.

Account Deficit: If the account is in deficit (by more than 20% of annual revenue), units should consider whether the fee should be increased or whether there are other funding sources that should be used to fund the activity. Accumulated deficits are the responsibility of the college/department/school.

Audit: Each year, University administration, the University's Internal Audit department, or the State Auditor's Office may randomly select a number of course fees to be audited, at which time the responsible college may be asked to justify the account balance or document compliance with this policy.

Publication of Course Fees: Course fees are published in the Schedule of Courses. When a student enrolls in a course with a course fee, the student's tuition and fee assessment summary will include the fee. The public can view a list of approved course fees on the **Registrar's Office web page and catalog.**

Course Fee Request/Change Form

College: _____ Dept/School: _____

Course Name: _____ Course #: _____

PSU Account #: _____ Requested Fee: \$_____ per student

Anticipated start date for fee collection: SUM _____ or WF _____ AND New _____ or Change _____

Expected Enrollment/Revenue (projected for an academic year):

	# of Students	Revenue
Fall	_____	\$ _____
Spring	_____	\$ _____
Summer	_____	\$ _____

Description of expense:	Expected Course Expenses (Cost per course)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total	\$ _____

Programmatic justification for fee:

Comparative Analysis (please use peers and/or league institutions):

Submitted by: _____ Date: _____

Routing to:

 Department Chair/School Director Date

 College Dean Date

 Provost & Vice President for Academic Affairs Date

 President Date

 Approval recommended Date
 and forwarded to Registrar Office