Office of Academic Affairs
Course and Instructional Fees Guidelines
March 11, 2011

The University of Colorado Boulder, in compliance with Section 23-1-123, Colorado Revised Statues, and the Colorado Department of Higher Education’s Policies and Procedures Section VI, part C 3.04.01 – Academic and Instructional Fees, issues the following guidelines for the appropriate uses of course and instructional fees.

For information regarding the creation of new fees as well as changes to existing fees can be found in the Institutional Plan for Student Fees available on the Planning, Budget and Analysis website. http://www.colorado.edu/pba/budget/tuitionfees/institutionalplanforstudentfees.html The Institutional Plan for Student Fees outlines the fee proposal procedures and provides deadlines for submission. Please note: Approval from the Board of Regents is required before the establishment of new fees or changes to existing fees. Furthermore, even after implementation all course and instructional fees are subject to annual review and approval by the Board of Regents.

Definitions

Per DHE policy (revised 2/4/2011), Course Specific Fees and Instructional or Program Fees are defined below:

- **Course Specific Fee**: A fee assessed to all students who enroll in a specific course (e.g., an introductory engineering course).
- **Program Specific Fee**: A fee assessed to all students enrolled in a particular instructional program. Instructional or program fees can be applied over groups of courses (e.g. upper-division biology courses) or students in a certain program, department, school or college (e.g. all biology majors).

Allowable and Non-allowable Uses of Course-Specific Fee Revenues

Consistent with the CCHE policy, the Boulder campus defines course specific fees as those fees that are assessed on a course-by-course basis to cover the unusual costs for a specific course offering such as materials, chemicals and supplies used in instruction in that course; breakage fees for laboratory equipment and glassware in that course; or transportation charges for required off-campus course activities. These fees often cover the costs of materials that for consistency or practicality cannot be purchased by individual
students in a bookstore or the costs of materials that the student may take home at the end of the term such as pottery or a design project.

Specific requirements on the use of course fee revenues include:

- Revenues must be used for costs directly related to the course for which they are charged;
- All sections of the same course offering must have the same course fee charge for all sections including cross-listed sections;

Course specific fees may not be used to fund any of the following costs:

- The cost of any instructor of record or grader
- Regular classroom materials and supplies (e.g., paper, photo copies, markers, chalk, etc.)
- Materials usually obtainable through regular sources such as a bookstore
- Capital equipment
- General repair or replacement of equipment in excess of the actual costs necessary for covering the breakage of equipment

Allowable and Non-allowable Uses of Instructional Program Fee Revenues

Instructional fees are mandatory academic fees charges to all students in a set of courses or a program, department, school or college. Instructional fees are intended to cover the unusual costs directly related to an academic program. These fees can be assessed over student majors or minors or they can be assessed by the course or by the credit hour for a group of courses in a program. Fees assessed for the Residential Academic Programs (RAP) are similar in nature to differential tuition and are not subjected to these guidelines.

The following are examples of allowable uses of instructional fee revenues:

1. Instructional support such as learning/tutoring assistance centers targeted for a specific program
2. Student and non-student personnel cost (salaries, wages, and benefits) for these instructional support activities, except that such personnel may not serve as the instructor of record for a course or recitation or as a grader
3. The purchase of materials, supplies, chemicals, etc. to be used in a specific program
4. Equipment and furniture for specific program use (including laboratory furnishings and modifications, field equipment, etc.)
5. Travel costs related to program specific field trips
6. Charges for maintenance required for the continued use of allowable items purchased with instructional fees

http://www.colorado.edu/pba/budget/tuitionfees/course_and_instructional_fee_guidelines_revised.html
7. Program enrichment activities such as outside speakers or performers, student club activities, etc.

**Instructional program fees may not be used for:**

1. Expenses associated with an instructor of record (including leading scheduled discussion sections, recitations, lab sections, or grading of assignments)
2. Administrative equipment and supplies
3. Advertising/marketing/recruiting
4. Equipment not used by or accessible to students
5. Facilities remodeling other than for classrooms and instructional labs
6. Regular classroom materials and supplies,
7. Scholarships
8. Travel costs except where related to program specific field trips
9. Faculty computers and general non program specific software

**Accounting for Revenue and Expenses**

Revenue and the related expenses for course-specific or instructional program fees must be accounted for separately in a unique speedtype and not comingled with any other departmental revenues and expenses. If a school or college collects two or more fees for different purposes, each unique fee and the related expense must be accounted for separately.

At the end of the year, any unspent fee revenue must be rolled forward to the new fiscal year and into the same course-specific or instructional program fee speedtype(s). Year end balances may not be diverted to another departmental speedtype. The only exception is that an instructional fee balance may be transferred into a plant fund speedtype for the future acquisition of capital equipment or allowable project. In this case, the school or college must clearly identify the purpose of the plant fund speedtype, the dollar amount to be accumulated, the date monies will be spent, and how the purchase complies with allowable uses of fee revenue. If the school or college continually rolls forwarded balance of unspent fee revenue into a new fiscal year, the school or college will be required to provide a spending plan (compliant with these guidelines) or reduce the fee order to eliminate the balance timely manner.

**Student Oversight Committee**

Each unit assessing course or program fees should establish a student oversight committee consisting of at least five students from the unit. The unit should select students most affected by the fee with at least one of whom is recommended by the appropriate local student government or student club. The unit may

http://www.colorado.edu/pba/budget/tuitionfees/course_and_instructional_fee_guidelines_revised.html
include faculty on the committee as long as the mix between faculty and students is equal. The purpose of the oversight committee is to review all fee proposals (both course and instructional) and to monitor the use of any fees. The unit should set up a time table for the committee to review fee use and any proposed fee changes according to the deadlines set by the Institutional Plan for Student Fees.