

University of Colorado Boulder
Academic and Instructional Fees Guidelines
Last modified Fiscal Year 2016-17

The University of Colorado Boulder has created specific guidelines to assist units with the appropriate development, assessment, and management of academic and instructional fees. These guidelines are intended to complement, not replace, the University of Colorado Boulder's [Institutional Student Fee Plan](#). Information regarding the creation of new fees, changes to existing fees, and the review and approval process for new or revised fees can be found in the Institutional Student Fee Plan, available on the University of Colorado Boulder Budget and Fiscal Planning website.

All fees and changes to existing fees must be approved by the University of Colorado Board of Regents.

Fee Categories

The fee categories covered by these guidelines are:

Academic and Instructional Fees. Fees assessed to cover costs related to specific courses or programs that benefit the students who choose to enroll in the course or program.

- Course Specific Fee: Fees assessed by an institution to all students who enroll in a specific course. Course specific fees must be used for costs directly related to the course for which they are charged; must be charged to all sections of the same course; and should cover the unusual costs for those course offerings.
- Program Specific Fees: Fees assessed by an institution to all students who enroll in a particular instructional program.

General Principles

The following general principles govern the establishment of new fees or changes to existing fees on campus:

- Course fees should cover the extraordinary costs associated with the specific course
- Fees should recover costs when no other dedicated funds are available for that purpose
- Fees should be set based on the cost of the activity/service for which the fee is levied
- Fees must be used to support the activity/service being provided by the fee

Allowable and Non-allowable Uses of Course Specific Fee Revenues

Course specific fees 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, 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

Examples of *unallowable* uses of course specific fee revenues:

- 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
- Anything not specifically in the request and approved by the Regents

Allowable and Unallowable Uses of Program Specific Fee Revenues

Program specific fees are mandatory academic fees charges to all students in a set of courses or a program, department, school or college. Program specific fees are intended to cover the unusual costs directly related to an academic program. These fees may be assessed over student majors or minors, or by the course or by the credit hour for a group of courses in a program.

Examples of *allowable* uses of program specific fee revenues:

- Learning/tutoring assistance centers targeted for a specific program
- Personnel cost for instructional support activities, except that such personnel may not serve as the instructor of record or grader for a course or recitation
- The purchase of materials, supplies, chemicals, etc. to be used in a specific program
- Equipment and furniture for specific program use (including laboratory furnishings and modifications, field equipment, etc.)
- Travel costs related to program specific field trips
- Charges for maintenance required for the continued use of allowable items purchased with instructional fees
- Program enrichment activities such as outside speakers or performers, student club activities, etc.

Examples of *unallowable* uses of program specific fee revenues:

- Expenses associated with an instructor of record (including leading scheduled discussion sections, recitations, lab sections, or grading of assignments)
- General office supplies
- Equipment or supplies not accessible to students (such as faculty computers)
- Facilities remodeling other than for classrooms and instructional labs
- Regular classroom materials and supplies
- Scholarships
- Travel costs except where related to program specific field trips

- Anything not specifically in the request and approved by the Regents

Exceptions to the uses of program specific fee revenues may be requested as part of the annual fee request process. These exceptions may include instances such as higher instructional costs due to the need for specialized faculty that cannot be covered by tuition, smaller student-to-faculty ratio, and enhanced educational experiences that supplement classroom instruction (e.g., Residential Academic Programs). Anyone requesting an exception must complete the Fee Request Form and attach the Request for Exception to the Use of Program Specific Fee Revenue form.

Accounting for Revenue and Expenses

Revenue and the related expenses for course specific or program specific fees must be accounted for 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.

Fee funding must be posted in the same speedtype as expenses. Only expenses allowed by fee policy and the original intent of the fee proposal may be posted to this unique speedtype.