

## University Policy 4202: Course Fees

**Category:** Academic Affairs

**Subcategory:** Academic Fees & Awards

**Covered Individuals:** Students

**Responsible Executive:** Provost and Executive Vice President

**Policy Custodian:** Office of the Provost and Executive Vice President, Vice President and Chief of Staff to the Provost

**Last Revised:** 2025/09/26

**Previous USU Policy Number:** 538

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### 4202.1 PURPOSE AND SCOPE

This Policy establishes a framework to ensure responsible management, appropriate guidelines, and internal controls for Course Fees, including fees assessed for credit-bearing courses. It is intended to build student trust by ensuring fees collected are used solely for the direct benefit of the students who pay them. This Policy also supports USHE's strategic goal of affordability by establishing routine reviews of how Course Fees impact the cost of attendance.

### 4202.2 POLICY

**Course Fees** are intended to enhance the educational experience and may be assessed when existing funding for a specific course is insufficient or unavailable. General expenses for course development, instruction, and assessment are the responsibility of the department and college.

#### 2.1 Course Fee Guidelines

Course Fees are reviewed every three years and must be based on realistic cost estimates or prior actual expenses, while being kept as low as possible. These fees may not exceed the actual cost of providing the service or materials, and the funds collected should directly benefit the students enrolled in the semester they are charged. Additionally, Course Fees can support the scheduled repair or replacement of course Equipment. All Course Fees must be clearly disclosed at the time of registration. Billing and payment must be processed through standard university business procedures. The collection of Course Fees in the classroom is strictly prohibited.

#### 2.2 Approved Use of Course Fees

Course Fees may be used only for expenses that directly support and enhance student learning in the course.

Course Fees may be used to support the following:

- Software licensing, upgrades, or usage
- **Equipment:** usage, repair, replacement, or maintenance
- Usage and replenishment of **Materials and Supplies**
- Specific types of teaching support such as **Mentors or Tutors**, **Student Teaching Mentors** and **Supervisors**, and **Professional Preceptors**
- Field trips and class-wide activities

- Honoraria for visiting experts

Expenditures outside of these categories are not permitted.

## 2.3 Course Fee Accounts

Course Fee accounts are actively monitored and adjusted as necessary to ensure ongoing compliance with university policies. Accounts that show inadequate or excess balances or atypical charges will be subject to a compliance review. This review will assess whether the fees collected align with actual course-related expenses and whether any corrective actions are needed to maintain financial integrity and policy adherence.

### 2.3.1 Inadequate Account Balance

Departments are responsible for resolving any deficits in Course Fee accounts using their departmental funds. Under no circumstances may future students be charged to cover past deficits. If course costs increase, or if there is a change in pedagogy that affects Course Fee requirements, departments may submit an [Off-Cycle Review](#) request.

### 2.3.2 Excess Account Balance

If a surplus in a Course Fee account exceeds reasonable expectations, a fee reduction or removal must be implemented. Any remaining funds from discontinued courses must be used in accordance with the originally approved intent and require approval from the Office of the Provost and Executive Vice President. Surplus funds may not be transferred to general departmental budgets under any circumstances.

### 2.3.3 Refunds

Refunds are issued only if the course activity changes. No other refunds will be granted.

### 2.3.4 Unexpected Course Changes

Instructors may adjust or modify course activities as needed to meet learning objectives, provided these changes occur within the same semester and remain consistent with the original intent of the fee.

### 2.3.5 Repair and Replacement of Equipment

Fees may be accumulated over time to fund the repair or replacement of high-cost Equipment. These funds must be carefully monitored to ensure they are used appropriately and that account balances remain within acceptable limits.

## 2.4 Course Fee Committee

The [Course Fee Committee](#) consists of a minimum of seven members appointed by the Office of the Provost and Executive Vice President. Membership includes:

- Representative from the Office of the Provost and Executive Vice President
- Administrative representative
- Faculty representative
- Scheduling representative
- Office of the Registrar representative
- Controller's Office representative
- Student representative

## 4202.3 RESPONSIBILITIES

### 3.1 Course Instructors

- Initiate Course Fee proposals.
- Utilize fees as approved.
- Monitor account transactions for accuracy using monthly reports.

### 3.2 Business Services Personnel

- Assist instructors in preparing course-specific budget templates, including those for [Shared Resource](#) expenses, to ensure consistency and accuracy.
- Review all Course Fee requests to confirm that requested items comply with university policy and guidelines.
- Verify the accuracy of submitted budgets, ensuring that projected costs are reasonable and well-documented.
- Ensure that revenue is distributed appropriately.
- Ensure that the correct index codes are established for tracking purposes.
- Continuously monitor spending activity within Course Fee accounts and make adjustments to transactions as necessary to maintain compliance and financial accuracy.

### 3.3 Department Head

- Conduct periodic reviews of departmental Course Fees process.
- Approve fee requests.
- Liaise between instructors and business services personnel.
- Coordinate Shared Resource budgets with all stakeholders.
- Respond to compliance reviews.
- Cover deficits with departmental funds.
- Submit reports during the three-year review cycle.

### 3.4 Course Fee Committee

- Oversee the Course Fee process.
- Evaluate requests for policy alignment.
- Give final approval of allowed Course Fees.
- Participate in compliance reviews.

### 3.5 Human Resources

- Partner with the Course Fee Committee to develop training programs for managing Course Fees.

### 3.6 Controller's Office

- Create index accounts.
- Generate financial reports.
- Provide financial oversight and leadership.

### 3.7 Academic Deans

- Ensure proper use of fees and address misuse.

### 3.8 Office of the Provost and Executive Vice President

- Provide final approval and oversight to the process.
- Ensure accountability in fee management.

### 3.9 Board of Trustees

- Review the Course Fee Committee's recommendations on an annual basis, as presented in a written report.

### 3.10 Internal Audit

- Conduct periodic audits of the institutions' Course Fees to ensure compliance with policy.

## 4202.4 REFERENCES

- [Utah System of Higher Education Policy R517: Course and Program Fees](#)

## 4202.5 RELATED USU POLICIES

- [Policy 4203: Logan Campus General Student Fee Policy](#)
- [Policy 4204: Statewide Campuses General Student Fee Policy](#)

## 4202.6 DEFINITIONS

- **Course Fee.** A Course Fee is a charge applied at the course level for expenses directly related to students' participation in the course.
- **Course Fee Committee.** A committee that reviews and approves the use of Course Fees and conducts compliance reviews of related expenses.
- **Equipment.** High-cost items used for instructional purposes that have a useful life of greater than one year. Equipment may be used and paid for by one or more courses.
- **Materials and Supplies.** Items consumed or used during the semester the course is taught, ensuring enrolled students directly benefit.
- **Off-Cycle Review.** Under certain circumstances, departments may request Course Fee changes outside of the regular review cycle by submitting an off-cycle review request. Approved circumstances may include a new course that has been approved or an urgent need for a new or increased fee prior to the start of the three-year cycle.
- **Professional Preceptor.** An experienced individual in a profession (e.g., healthcare) who provides guidance, supervision, and mentorship to someone transitioning into that profession.
- **Repair and Replacement Index.** Index used to track revenue and expenses for high-cost items used exclusively by a single course. These items are expected to require repair or replacement less frequently than each semester.
- **Shared Resources.** Materials, supplies, or Equipment that are used by multiple courses. The associated costs for these resources are distributed equitably among the courses that use the items.
- **Shared Resource Index.** Index used to track revenue and expenses for materials, supplies, or Equipment shared by two or more courses.
- **Standard Operating Index.** Index used to track revenue and expenses for a single course. Expenses may include instructional materials, supplies, or services consumed during the semester the course is offered, ensuring enrolled students directly benefit from the fees they paid. The balance at the end of each semester should be as close to zero as possible.

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- **Student Teacher Mentor.** An experienced educator who guides and supports the student teacher's development.
  - **Student Teacher Supervisor.** A professional educator from the university or a school district who oversees the practical experience of student teaching.
  - **Tutor or Mentor.** A graduate or undergraduate student who provides academic support to a single undergraduate student or a small group of undergraduate students.
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**Information below is not included as part of the contents of the official policy.** It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

## RESOURCES

### Procedures

- [Course Fee Procedures](#)

### Related Forms and Tools

- [Course Fee Budget Template](#)
- [Course Fee Shared Resources Template](#)
- [Course Fee Template Instructions](#)

### Contacts

- [Office of the Provost & Executive Vice President](#)

## POLICY HISTORY

Original issue date: 2021/01/27

Last revised: 2025/09/26

Next scheduled review date: 2028/06/01

Previous revision dates: 2021/01/27