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**Responsible University Office:**  
*Vice Chancellor, Business and Finance*

**Responsible University Administrator:**  
*Vice Chancellor, Business and Finance*

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## Course, Laboratory, Miscellaneous, and Online Fees

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### Scope

Campus units requesting, changing, or currently receiving course, laboratory, miscellaneous, and online fees should follow this policy.

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### Policy Statement

General policies governing the administration of student fees are set forth in §5.9 of the Board of Regents Policies of the University of Nebraska.

#### RP-5.9.2 Course and Laboratory Fees; Miscellaneous Fees

The following fundamental concepts shall be observed with regard to the expenditure of non-UPFF student fee revenues:

1. A description of the fees charged and their purpose must be provided to students on a website or in another manner determined by the campus.
2. Student fee expenditures must align with the purposes and descriptions for which they were collected.
3. Student fees shall be expended for purposes that directly benefits the students charged.

4. Fees shall not be distributed for the benefit of an individual student (ex: scholarship or fellowship) nor be awarded on a competitive basis.

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. 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.

A course fee is defined as a charge applied to students enrolled in a specific course for expenses directly related to the student's participation. A laboratory (lab) fee is defined as a charge made to students to underwrite, in whole or in part, the cost of services, rentals, and consumable supplies utilized in a laboratory environment. Costs that may be assessed through these fees include, but are not limited to, any consumable materials; services provided as a part of the class; travel costs for the student to attend a required field trip; computer related software for student use specific to the course; individual exams or assessments produced by a third party that are purchased at a group rate; and materials such as manuals, chemicals, glassware, protective or other clothing, paints, brushes, and canvasses that will be consumed by the student in the course of instructional activities. A course or lab fee may also include the costs of purchase, maintenance, repair, and replacement of equipment used in the delivery of a course or execution of a lab. A course or lab fee shall not be expended for general departmental or administrative costs.

A miscellaneous student fee is defined as all fees other than UPPF (University Program and Facility Fees), course, and laboratory fees charged to students incidental to the providing of instruction. Examples of fees included within this category are application fees, transcript fees, teacher placement fees, special instructional fees, late payment fees, technology fees, and returned check fees.

#### RP-5.9.3 Online Course Fees

The purpose of the online course fee is to provide the resources needed for developing and supporting both teaching and learning in a course that significantly utilizes learning technologies. Specifically, the online course fee helps cover costs associated with instructional design and support; faculty development and training in the use of instructional technology; accessibility and other quality standards; course development; and online learner orientation, communication, and support. The fee will be assessed to distance (fully online) and blended (partially online) courses.

#### UNK Addendum to Board of Regents Policies

Student fee revenues must be deposited to dedicated cost centers. Course and lab fees may be reasonably bundled under the same cost center if the courses or labs utilize common supplies or have similar expenses. Student fee revenues should not be comingled with non-student fee revenues.

Student fees shall not be retained as contingency funds. The balance in a student fee cost center should generally not exceed the average revenue generated in an academic year. If the fund balance exceeds this threshold, the Business and Finance Fee Panel may require the campus unit to submit and have approved by the Panel a strategic plan detailing the future use of the fund balance, a decrease or discontinuation of the student fee being charged, or have the campus unit request a change in the intended purpose of the fee.

The Finance Office will periodically audit course, laboratory, miscellaneous, and online fees to determine 1) whether student fees collected are being used for their intended purpose and for allowable expenditures, 2) fund balances are monitored and controlled, and 3) written explanations are provided as to the appropriateness and intended use of excessive fund balances due to surpluses built over time. All fees will be reviewed at least once every four years.

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## Reason for Policy

### RP-5.9.4 Reporting of Course, Laboratory, Online Course and Miscellaneous Fees

The Chancellors on each of the campuses shall report to the President, no later than March 1 of each year, a listing of all planned changes in student fees, of any nature, for the next academic year. Planned changes in fees must be approved by the President and subsequently included as a report to the Board of Regents in a meeting agenda, prior to the proposed implementation of all planned changes in student fees. A list of all laboratory fees will be included in the schedule of classes that is provided to students prior to the time that they register for classes.

This policy is needed to ensure course, laboratory, miscellaneous, and online course fees are promulgated in accordance with a standardized campus-wide process and that student fees assist in furthering the mission of the University.

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## Procedures

An annual announcement is sent by the Vice Chancellor for Business and Finance (VCBF) by early October notifying campus units to submit requests for all planned changes to student fees. Proposed changes to student fees could be to request a new fee, change the amount of an existing fee, or discontinue a fee. The request for a course or lab fee change is submitted on a Campus Course and Laboratory Fee Approval Form. The request for a miscellaneous fee change is submitted on a Campus Miscellaneous Fee Approval Form. The form and all supporting documentation are routed to the appropriate Chair, Director, Dean, Vice Chancellor, and/or Chancellor for initial signature approval. Forms and supporting documentation are due to the appropriate Vice Chancellor/Chancellor **one week before the last business day in October**. The appropriate Vice Chancellor/Chancellor will then provide all initially approved forms to the Office of the VCBF by the last business day in October.

All course, laboratory, miscellaneous, and online course fee requests are initially reviewed by the Business and Finance Fee Panel, which consists of the following:

- Associate Vice Chancellor for Business & Finance
- Director of Finance
- Student Accounts Manager
- Senior Financial Accountant

Additional information may be requested from the submitting department. The Panel's comments and recommendations will be submitted to the VCBF.

The VCBF will submit the course, laboratory, miscellaneous, and online course fee requests to the Academic Administrative Review Group, which consists of the following:

- Academic Deans
- Dean of Graduate Studies
- Dean of Student Affairs
- President of Faculty Senate
- President of Student Government

This group will review the requests and provide comments and recommendations. A specific deadline for replying will be included with the notification. All members must respond. This group will be notified if no requests are received.

Once the Academic Administrative Review Group has provided its input, the VCBF will submit a summary report of all proposed student fee changes to the Chancellor for approval. The Chancellor has final approval authority at the campus level.

The VCBF prepares a Board of Regents recommended action for approval document for the fees approved by the Chancellor and then forwards the document to the Chancellor. The Chancellor then submits the document to the President for approval. Upon approval by the President, the recommended action for approval document is submitted for inclusion in the May Board of Regents meeting agenda.

After the approved fee requests have been reported to the Board of Regents, the VCBF will notify the submitting department of such approval or denial of their request.

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## Additional Contacts

<b>Subject</b>	<b>Contact</b>	<b>Phone</b>	<b>Email</b>
Senior Financial Acct	Ross Pierce	308-865-8007	<a href="mailto:piercerl@unk.edu">piercerl@unk.edu</a>
Director of Finance	Jill Purdy	308-865-8524	<a href="mailto:purdyj@unk.edu">purdyj@unk.edu</a>

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## Forms

[Campus Course and Laboratory Fee Approval Form](#)

[Campus Miscellaneous Fee Approval Form](#)

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## History

Replaces current policy dated July 1, 2018.