**CLAS Course Fee Information and Resource Guide**

**February 2018**

Per the Arizona Board of Regents’ Guidelines on setting tuition and fees:

**““**[**Class fees**](https://public.azregents.edu/Policy%20Manual/Guidelines%20for%20Definitions%20Used%20in%20Setting%20Tuition%20and%20Fees.pdf)**” means additional charges for specific classes or courses that have demonstrably higher costs of delivery instruction overall because of the need for or use of special equipment, supplies, technology, key personnel expenses or field trips.”**

The course fee process is driven by the academic calendar. Deadlines are established to ensure that there is sufficient opportunity for review at multiple levels, and to meet course schedule posting deadlines. The Dean’s Office forwards communications regarding the process as established by the Provost’s Office as well as internal (CLAS) and University deadlines. The review and approval process takes a number of months. For example, the CLAS Dean’s Office had to approve course fees scheduled for implementation for fall 2018 by mid-December 2017. [Deadlines](,%20https:/provost.asu.edu/curriculum-development/changemaker/deadlines) for various curriculum actions are posted on the web, but note that *units in CLAS are subject to internal College deadlines first!*

Academic units are responsible for reviewing course fees on an **annual** basis. These reviews should include criteria such as relevance of a fee to current instructional needs; current pricing of goods and services; and an honest assessment of whether the fee is truly necessary. In addition, units must review and assess account activity, including carryforward balances, and yearly revenue and expenditures. The issues for review include but are not limited to the following. You should be able to provide answers to these questions to the Dean’s Office if asked, and to respond to a fee audit.

* Where there were no expenses on accounts that collected revenue, explain why this occurred and what is the plan for the use of collected revenue. Should this fee be eliminated?
* Where collected fees exceed yearly expenses, explain why, and provide a justification for the continued collection of the fee. Again, consider reducing or eliminating the fee.
* Where account balances are growing year over year, explain the plan for the use of accumulated balances, re-assess the fee amount, and submit a revision as necessary.
* Provide a plan in the form of a request for the use of fees in accounts that are no longer receiving new revenue, including issuing refunds of unused fees.

In all cases, any plan to use accumulated balances MUST be submitted to the Dean’s Office for review. If we support the request, we will forward to the Provost’s Office, which has final approval authority. A unit without explicit written approval from the Provost’s Office will initiate no expenditures. Unallowable expenses from the course fee account must be transferred to other unit fund sources.

It can be very useful to look at fees through the lens of the students who are paying. What resources are students getting access to, or what services are being provided that are above and beyond what they should expect from paying tuition? Some items are easily justifiable, such as consumables and the use of highly specialized equipment, or field trips. Others are less so, and in some cases, we have received requests that are obvious (and unallowable) attempts to offset unit operational expenses, such as copy machines or computers for instructional personnel. The approved fee on file is the document of record that guides the use of the fees.

The Dean’s Office and Provost refer to various ABOR and University documents in determining appropriateness of requests, and oversight or review of expenditures. It is important that units that assess course fees be aware of these guidelines and ensure that business processes related to the expenditure of course fees comply with the guidelines. Unit personnel are responsible for managing the fee accounts and have a fiduciary responsibility to ensure that the fees are used appropriately. That also means that all personnel who have decision-making authority over the expenditures or who process transactions are aware of the approved use of the fees. As a reminder, course fee accounts are subject to audit, with audit findings reported to the Arizona Board of Regents’.

All units must retain records of approved course fees. Starting in approximately 2010, the course fee approval process has been managed through [Curriculum ChangeMaker](https://provost.asu.edu/curriculum-development/changemaker), where you can see the status and history on any course fee. Prior to that, the fees were submitted on paper forms and should be in unit files. You may request access to view ChangeMaker. Only select individuals can enter/approve/revise but view access is quite useful and is highly recommended for personnel who manage course fee funds. You may request access by clicking on the Curriculum ChangeMaker link under the "Teaching & Student Support Tools" section of the My ASU page.

Note that class fees and program fees are different – however they are the same in that you may only use the fees for what they are currently approved for.

Finally, course fees must be incompliance with US Department of Education regulation:

Books and Supplies: The cost of course materials, including digital and electronic materials, may be included in course tuition and fees if it satisfies the Department of Education (DoE) regulation that (i) the materials are only available to or accessible by students through the University (i.e., materials are custom or proprietary); or (ii) there is a compelling health or safety concern (i.e., medical instruments, scuba equipment); or (iii) the materials are being purchased for the student at a below market rate. **However, books and supplies purchased at below market rate must be provided no later than the seventh (7th) day of the relevant payment period and the students MUST be given the option of opting out.  If the student opts out the fees for the books and supplies must be deducted from the student’s tuition and fees.**

Materials as part of the Classroom Infrastructure: Equipment and materials that are part of the classroom infrastructure and are used in common by most or all of the students, such as art supplies, laboratory equipment and related supplies may be included in course tuition and fees.  Maintenance and repair of those items is also an allowable expense.

**Direct questions to Teresa Bales or Jenny Smith in the Dean’s Office.**

[Provost’s Office Curriculum Development Website](:%20%20https:/provost.asu.edu/curriculum-development)[Curriculum ChangeMaker Information](https://provost.asu.edu/curriculum-development/changemaker/form-instructions) Note that although contacts in the Provost’s Office are listed, units must contact the dean’s office as directed above. Our office works directly with the Provost’s Office when there are questions or concerns.

[ASU Policies](https://www.asu.edu/aad/manuals/acd/acd305-04.html)

[ABOR policies](https://public.azregents.edu/Policy%20Manual/4-104-Procedure%20for%20Setting%20and%20Distributing%20Tuition%20and%20Fees.pdf) See #4 Class Fees

[Guidelines for Class Fees](https://public.azregents.edu/Policy%20Manual/Guidelines%20for%20Class%20Fees.pdf)