

Course Material Fees

The following examples are provided in support of University Policy 7.7.3. The list is not intended to be exhaustive, but is intended to set a context for what is acceptable within the guidelines for course material fees.

Course Fees for the following are acceptable:

1. Charges for materials, such as wood, screws, plastic, stones, metals, paints, etc. used to create a tangible product that the student retains at completion of the course; e.g. jewelry, furniture, art work;
2. Charges of a nominal usage fee for use of instructional or laboratory equipment that is required for the specific course for which the fee is assessed;
3. Charges for highly specialized software that is required for a course and not easily available elsewhere;
4. Charges related to required field trips, including transportation and entrance fees. Food, such as box lunches, may be included in the charge only if it simplifies scheduling and represents a cost savings to the student;
5. Cost for rental of facilities outside of the course department; for example, Kinesiology and Recreation renting the high ropes course from Campus Recreation;
6. Purchases in bulk for basic course materials ONLY if the purchase represents a substantial savings to the student beyond market rate if not purchased in bulk for items the student would otherwise be required to provide.

Course Fee charges for the following are not acceptable and related expenses should not occur within the course material fee accounts:

1. Facility maintenance or renovation;
2. Computers and laboratory furniture;
3. Instructional or laboratory equipment requiring an inventory tag.
4. Off the shelf software that is commonly available;
5. Catering and reception costs;
6. General office supplies;
7. Cost of printing. Printing should be accommodated through the Redbird card and swipe at the machine;
8. Conference travel and professional organization memberships for students or faculty;
9. Payroll charges of any kind;
10. A student's personal expenses, such as transportation to student teach or attend a clinical, textbook purchases and elective equipment purchases.