

## UC Davis Policy and Procedure Manual

### Chapter 330, Financial Management and Services

#### Section 86, Course Materials and Services Fees

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Responsible Department: Budget and Institutional Analysis

Source Document: Presidential Delegation of Authority (DA 2557) to Set Miscellaneous Student Fees and Deposits, Course Materials and Services Fees, Service Charges, and Summer Session and University Extension Fees

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*Exhibit A, Departmental Request for Course Materials Fee Waiver*

#### I. Purpose

This section outlines the UC Davis policy and procedures for establishment and review of Course Materials and Services Fees for students to participate in the instructional activities of a course.

#### II. Policy

- A. The University may establish and set fee levels for Course Materials and Services Fees as defined in DA 2557 and the Guidelines for Implementing Course Materials and Services Fees (<http://www.ucop.edu/ucophome/coordrev/da/da2557.pdf>).
- B. Fee limits
  1. Undergraduate courses
    - a. The fee may not exceed \$65.00 for courses with a maximum actual cost of \$160 per student, and may not exceed \$80.00 for courses with an actual cost of \$161 or more per student.
    - b. The fee may not exceed the actual cost per student of the materials provided for the course.
  2. Professional school programs

The fee may encompass a variety of courses from a prescribed course of study and may not exceed the actual cost per student of the materials provided.
- C. Departments may exempt students from the fee at their discretion for reasons including extenuating circumstances or financial hardship (see Exhibit A).
- D. Revenues are retained by the department or professional school in a designated account and are applied only to the cost of the materials associated with the approved course or set of courses.
  1. Departments shall accurately document the cost of supplies, consumables, and other fee components associated with each course or set of courses for which a fee is assessed.
  2. Revenue from the fee shall be accounted for separately and will be reported annually as part of the budget review process.
  3. Central campus administrative units (e.g., Office of the University Registrar, Accounting and Financial Services, Budget and Institutional Analysis) may incur programming and processing costs related to the fees, which may be included as part of the unit's annual budget review.

#### III. Course Materials and Services Fees Committee

- A. Members of the Course Materials and Services Fees Committee are appointed by the Chancellor, with advice from appropriate constituencies, for a two-year term.

- B. The committee shall be composed of the following:
1. Two members of the Professional Staff Rate and Service Activities Advisory Group (Rate Group).
  2. Two undergraduate students and one professional student from a school with a Course Materials and Services Fee.
  3. One member of the Academic Senate Undergraduate Council.
  4. One faculty member from a college responsible for undergraduate education and one faculty member of a professional school with a Course Materials and Services Fee.
  5. One dean of a college responsible for undergraduate education or one dean of a professional school with a Course Materials and Services Fee.
  6. One assistant dean for administration of a college or division responsible for undergraduate education and one assistant dean of a professional school with a Course Materials and Services Fee.
- C. The Course Materials and Services Fee Committee is responsible for the following:
1. Reviewing proposals for new or revised Course Materials and Services Fees, assuring that fees are reasonable and necessary, seeking consultation with students, faculty and others as necessary, and assuring that proposals comply with University policy and guidelines.
  2. Making recommendations to the Chancellor on Course Materials and Services Fee proposals.
  3. Reviewing requests for renewal of existing fees every three years.
  4. Annually recommend to the Chancellor whether the course fee limit should be changed to reflect inflation or other factors.

#### **IV. Procedures**

- A. Review and approval of fee proposals
1. The department chair or program director prepares and submits a proposal to the dean of the college/school.
    - a. Proposals shall contain supporting materials that include a cost analysis, a comparison of income and expenses, and historical data that documents the need and basis for the fee.
  2. The dean consults with the college/school executive committee regarding the appropriateness of the proposed fee and compliance with University policies and guidelines before submitting to the Course Materials and Services Fee Committee.
  3. The committee reviews the proposal, consults as necessary, and sends their recommendation to the Chancellor.
  4. The Chancellor reviews the proposal and either approves or disapproves the fee, providing reasons for any disapproval.
  5. The committee notifies the department chair or program director and the dean of approval or disapproval of the fee.
  6. If approved, the committee chair notifies the University Registrar and Student Accounting.

7. The University Registrar notifies students of approved fees through the quarterly class schedules and the General Catalog.
8. Fees are approved for a three-year period and will be discontinued unless the department requests renewal of the fee.

**B. Assessment and refund of fees**

1. Fees are assessed to those students enrolled in the applicable course or set of courses by the Office of the University Registrar.
2. Students who drop or withdraw from a course after the drop deadline will not receive a refund of the fee.
3. The dean must notify the University Registrar before the first day of instruction to request that the fee not be charged to an entire course section.

**V. Further Information**

- A. Budget and Institutional Analysis Course Materials and Services Fee website:  
<http://budget.ucdavis.edu/forms/course-materials-fee>
- B. Office of the University Registrar, Schedule of Classes:  
<http://registrar.ucdavis.edu/csrg/classes.html>

**VI. References and Related Policies**

Office of the President:

- A. Delegation of Authority to Set Miscellaneous Student Fees and Deposits, Course Materials and Services Fees, Service Charges, and Summer Session and University Extension Fees (DA 2557).
- B. Guidelines for Implementing Course Materials and Services Fees.
- C. Universitywide Student Refund Policy.