

# UC Davis Policy and Procedure Manual

## Chapter 330, Financial Management and Services

### Section 86, Course Materials Fees

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Responsible Department: Undergraduate Studies

Source Document: Presidential Delegation of Authority (DA 2115)—Control Over Miscellaneous Student Fees, Service Charges, and Deposits

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

#### I. Purpose

This section outlines UC Davis policy and procedures for establishment and review of course materials fees for students to participate in the instructional activities of a course.

#### II. Definitions

Course materials--materials, supplies, tools, or equipment that are consumed, retained, or used by a student enrolled in a course, or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student.

- A. Materials and supplies--items including, but not limited to, chemicals, solutions, gloves, filters, biological specimens, artists' media, glassware, photographic chemicals, and other one-time use items. These may also include reproduction costs for supplemental materials such as laboratory manuals and noncommercial computer software, and costs associated with providing live models for art classes.
- B. Tools and equipment--scientific or medical tools, musical instruments, video and audio equipment, and other equipment related to enrollment in a course, so long as the student is given ownership (if purchased) or extensive use (if rented) of the tools or equipment and, where feasible, has the option of securing equivalent tools or equipment elsewhere. These may include the costs associated with the use of University-owned tools and equipment for out-of-class learning activities or extracurricular use, or the purchase of computer software if the student retains ownership of the software.
- C. Materials and services for special supplemental educational experiences--materials and services that offer students a special educational opportunity, such as travel costs for field trips or the cost of film rentals.

#### III. Policy

##### A. Authority

The Chancellor has the authority to approve course materials fees, as defined in II, above. This authority may not be redelegated.

##### B. Fee components

Types of materials and services that may constitute course materials fees are defined in II, above. In addition, the following criteria apply.

1. Course materials fees may not be charged to cover any costs relating to the provision of facilities or services required for the general operation of the campus. Thus, the following may not be included in course materials fees: expenses for salaries and wages and related employee benefits for support personnel; allowances for maintenance, depreciation, and replacement of instructional equipment located or utilized in classrooms and laboratories primarily during scheduled periods of instruction; reproduction of copyrighted materials for course readers or audio or video collections; and course syllabi.

2. Although significant costs are associated with providing students with technology-based instruction, many of these costs involve support personnel or nonconsumable materials and thus do not comply with the University guidelines on course materials fees. Accordingly, costs of computer laboratories and technology shall not be included in course materials fees, except as noted in II.A and II.B, above.
  3. Hazardous waste disposal charges that are directly linked to students' use of materials may be authorized as part of course materials fees.
- C. Fee limits
1. Undergraduate Courses  
A course materials fee may not exceed the actual cost per student of the materials provided for the course. A course materials fee generally will not exceed \$55.00 for an undergraduate course. The fee may be revised as provided in IV.B.4, below.
  2. Professional School Programs  
A course materials fee may not exceed the actual cost per student of the materials provided. A course materials fee may encompass a variety of courses from a prescribed course of study. The fee may be revised as provided in IV.B.4, below.
- D. Fee proposals
1. Proposals are submitted to the Course Materials Fees Committee (see IV.B, below) by the Dean with approval from the Department Chair and the Executive Committee.
  2. Proposals for course materials fees are reviewed by the Course Materials Fees Committee (see IV, below). Proposals shall contain supporting materials that include a cost analysis, a comparison of income and expenses, and historical data that document the need and basis for the fee.
  3. Fees will become effective no earlier than Fall quarter following approval. Fees are approved for a three-year period, after which departments will request renewal of the fee if still appropriate (see IV.B.3, below).
- E. Notification of fees
1. The Chair of the Course Materials Fee Committee is responsible for notifying the Office of the University Registrar, Student Accounting, and the requesting department of new or revised course materials fees.
  2. Students are notified of approved fees by the Office of the University Registrar through the quarterly class schedules and the General Catalog.
- F. Fee assessments and refunds
1. A course materials fee shall be assessed only to those students who are enrolled in the applicable course or, in the case of professional schools, a prescribed set of courses. This includes graduate and professional students who are enrolled in an undergraduate course with a materials fee. A course materials fee will only be assessed on variable unit courses by exception.
  2. Students enrolled in courses with a course materials fee will be assessed by the Office of the University Registrar.
  3. Students who drop or withdraw from courses with a materials fee after the drop deadline will not receive refunds.
  4. Fees are assessed each term the course is offered during the three year eligibility period, unless eliminated. The Dean must notify the University Registrar in order to request the

elimination of a course materials fee from being charged for an entire course section before the first day of instruction per academic term.

G. Fee exemptions

Departments may exempt students from course material fees at their discretion for reasons including extenuating circumstances or financial hardship.

1. Students should seek a waiver from the department by the 20th day of instruction of a quarter or equivalent date for a semester or session.
2. Waivers shall be communicated to Student Accounting using the Departmental Request for Course Material Fee Waiver (see Exhibit A).

H. Fee revenues

1. Revenues will be retained at the department or professional school level in a designated account and will be applied only to the cost of materials associated with the approved course fees or, in the case of professional schools, a prescribed set of courses.
2. Revenue from course materials fees may not be commingled with State General Funds.
3. Departments must accurately document the cost of supplies, consumables, and other fee components associated with each course for which a fee is assessed. Revenue from course materials fees must be accounted for separately and will be reported annually as part of the budget review process.
4. Central campus administrative units (e.g., Office of the University Registrar, Accounting & Financial Services, Resource Management and Planning) may incur programming and processing costs related to the fees. Such associated administrative costs may be included as part of the unit's annual budget review.

**IV. Course Materials Fees Committee**

A. Members of the Course Materials Fees Committee are appointed for a two-year term, by the Chancellor with advice from appropriate constituencies. In the case of student representation, that advice will be sought from the President of ASUCD and the Chair of the Student Services and Fees Administrative Advisory Committee. The composition of the committee includes:

1. Two members of the Professional Staff Rate and Service Activities Advisory Group (Rate Group).
2. Two undergraduate students and one professional school student from a school with a course materials fee.
3. One member of the Academic Senate Undergraduate Council.
4. One faculty member from a college or division responsible for undergraduate education and one faculty member from a professional school with a course materials fee.
5. One dean of a college or division responsible for undergraduate education or one dean of a professional school with a course materials 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 fee.

B. The Course Materials Fees Committee is responsible for:

1. Reviewing proposals for new or revised course materials fees, assuring that fees are reasonable and necessary, seeking consultation with students, faculty, and others as necessary, and assuring that proposals comply with University and campus policy and

guidelines.

2. Making recommendations to the Chancellor on course materials fees proposals.
3. Reviewing requests for renewal of existing fees every three years. Based on this review, the committee will determine whether the fee should be continued for another three years.
4. Reviewing the course fee limit every two years and recommending to the Chancellor whether the limit should be changed to reflect inflation or other factors.

**V. Procedure for Fee Proposal**

- A. The department chair or program director signs and submits the proposal for the course materials fee to the dean of the college/school.
- B. The dean consults with the college/school executive committee regarding the appropriateness of the proposed fee and compliance with University policies and guidelines.
- C. If the college/school executive committee concurs that the proposal is appropriate, the dean signs and forwards to the Course Materials Fee Committee.
- D. The Course Materials Fee Committee reviews the proposal, consults as necessary, and sends their recommendation to the Chancellor.
- E. The Chancellor reviews the proposal and either approves the fee or disapproves the fee, providing reasons for disapproval.
- F. The Course Materials Fee Committee Chair notifies the department chair or program director and the appropriate dean of approval or disapproval of the fee.
- G. If approved, the Course Materials Fee Committee Chair notifies the University Registrar and Student Accounting.

**VI. References**

- A. Office of the President: Delegation of Authority--Control Over Miscellaneous Student Fees, Service Charges, and Deposits (DA 2115), 4/4/00.
- B. Office of the President: Universitywide Student Refund Policy, 3/20/96.