

UA Supplemental Information for Special Course Fee Requests

Arizona Board of Regents (ABOR) and University of Arizona policies and reminders for a successful fee request.

ABOR Policy 4-101: ABOR approval is required for “all new class fees over \$100, all changes to class fees over \$100, and any combined lecture/laboratory fees that result in a combined fee over \$100.” ABOR meetings addressing tuition and fees are generally held in March and final approval is generally not given until after students begin registering for Fall. Therefore, the fee generally cannot be effective until the following Spring semester.

ABOR Policy 4-104: “Class fees may be imposed only for the items included in the Board Guidelines for Class Fees. Class fees will be charged in accordance with those guidelines.”

<https://public.azregents.edu/Policy%20Manual/Guidelines%20for%20Class%20Fees.pdf>

ABOR Policy 4-104: “Class fees may not be charged for the cost of graduate research and teaching assistants who are instructors of record.”

ABOR Policy 4-104: “Class fees are to be published on all media used as part of each semester’s schedule of classes. Classes for which fees must be paid are to be noted in the course listings.” Class fee requests must be approved and published in the catalog and schedule of classes **before** registration begins.

- Requests for new course fees, or increases to existing course fees, must be a minimum of \$10 and must be in whole dollar increments.
- The minimum enrollment for courses numbered 500 and above is five students; the minimum for those numbered 400-499 is 12; and the minimum for those numbered under 400 is 15. The minimum size for 400/500 classes will be five graduate students or 12 students in total.
- Any items, including equipment, computers and software, purchased with funds from student fees must be secured exclusively for use by the students paying the fee. This statement, as well as a description of the method by which these items are secured must be included in the special course fee request.
- Links to Special Class Fee Request Faculty Forms are provided at the site shown below. These forms were created to assist faculty in providing to the initiator all the information required on the UAccess Student Course Fee Request Form.
<http://academicaffairs.arizona.edu/special-course-fees-information-faculty-and-staff>
- An itemized cost breakdown is required to justify the fee amount. Templates for creating itemized cost breakdowns for expendable materials, equipment and technology refresh, and field trips are available at the Special Course Fees web site shown below.
<http://academicaffairs.arizona.edu/special-course-fees-information-faculty-and-staff>
These templates may be used by faculty to provide information to the initiator of the fee request for submission to the UAccess Student Course Fee Management process.
- For a very complex or very lengthy (20+ items) itemized cost breakdown, contact Barbara Martinez in the Provost’s Office at bmarti@email.arizona.edu to determine whether a

spreadsheet could be attached to the UAccess course fee request form in instead of entering all the data on the form.

- **An Item Type is required before a fee can be charged to the students at the beginning of the semester.** Begin this process immediately upon notification of fee approval. If an FRS account for fees needs to be created, contact your unit's fund accountant. The process of creating an FRS account can take one month to complete. If your department already has an FRS account for fees, request an Item Type by completing the Bursar's Office Request Form at <http://www.bursar.arizona.edu/departments/itemtype-request>. The completed form will be electronically routed to the Bursar's Electronic Services Team. Email notification will be sent when the item type has been created. This process takes at least one week.
- When the special course fee is approved, **it is approved for that specific course number only.** If that course number is changed for any reason, a new approval must be requested. If the modified course is exactly the same as the original course, and the purpose of the fee is also the same purpose for which the fee was originally approved, this new approval may be accomplished with a detailed email to Vice Provost Gail Burd with a copy to Barbara Martinez at bmarti@email.arizona.edu.
- After a special course fee is approved, a revision to that course fee will not be considered for the next four semesters. If less funding than anticipated is needed after the first offering, an exception would be considered to lower the fee to avoid overcharging the students and accumulating an inappropriate overage in the account.
- Departments are responsible for spending fee revenue within ABOR and University of Arizona policies and guidelines and only on items that fall within categories that are consistent with the approved purpose of the special course fee request.
- A Year-End Report of Revenue, Expenses, Transfers and Ending Balance is created for each course fee account and submitted to the Senior Vice Provost for Academic Affairs in early Fall.
 - There should be a minimal discrepancy between total annual revenue and total annual expense.
 - Full explanations should be given on the transfer request form for any transfers to or from the course fee account.
 - Encumbrances should be used for course fees accumulated to pay for large expenditure items.
- The Financial Services Office reviews expenditures for special course fees, which should fall within categories that are consistent with the approved purpose of the fee request.
- Audits of special course fees are conducted periodically by the Financial Services Office as well as the University of Arizona's Internal Audit Department.

Please contact Barbara Martinez, University Fees Manager, with any questions: bmarti@email.arizona.edu or 520-621-2121