



10/7/2009

Guideline on	Implementing Course Materials and Services Fees
Related Policy:	Not Applicable
Effective Date:	10/7/2009

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## Summary

Chancellors may charge a Course Materials and Services Fee for students to participate in the instructional activities of a course, including: the cost of providing course materials to be consumed, retained or used by the student; the special costs associated with use of University-owned tools, musical instruments, or other equipment; or the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student.

## Definitions

“*Course materials and services*” are defined as materials, supplies, tools, or equipment which are consumed, retained or used by the student, or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. Science laboratories and art studios are examples of courses in which students are required to purchase consumable supplies. Health sciences courses are examples of courses in which students are required to purchase tools and instruments. Film production or music performance courses are examples of courses in which students may be required to rent, for exclusive or extensive access to, University-owned equipment or instruments. Anthropology courses offering special field trip opportunities to students are examples of courses providing a special supplemental educational experience for which a fee may be charged.

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*“Materials and Supplies”* may include, but are not limited to, such items as chemicals, solutions, gloves, filters, biological specimens, artists’ media, glassware, photographic chemicals, and other one-time use items. These also may include the reproduction costs for supplemental materials such as laboratory manuals and noncommercial computer software, and costs associated with providing live models for art classes.

*“Tools and equipment”* includes 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.

*“Materials and services for special supplemental educational experiences”* are materials and services that offer students a special educational opportunity, such as travel, lodging and food costs for archeological digs; the cost of film rentals; competency testing; or enhanced, highly specialized instruction that is not the usual pedagogical methodology offered by the University.

Course Materials and Services Fees may be charged for information technology materials and services as they relate to a specific course – for example, to cover the costs of course websites and course management systems, including instructional support staff needed to develop and maintain such materials and services.

In addition, Course Materials and Services Fees may be charged to fund compensation for temporary faculty needed to provide enhanced, highly specialized instruction.

Course Materials and Services Fees may not be charged to cover any costs relating to the provision of facilities or services required for the general operation of the institution. Thus, the following may not be included in Course Materials and Services Fees: expenses for salaries and wages and related employee benefits for ladder rank faculty, lecturers, graduate teaching assistants, or staff providing general instructional support (except where such faculty or staff are assisting in providing enhanced, highly specialized instruction authorized above); 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.

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### **Procedures: Fee Assessment**

A Course Materials and Services Fee shall be assessed only to those students who are enrolled in the applicable course.

The Fee may be collected only through the campus centralized billing or student registration/accounting system, as appropriate.

Campuses should establish procedures for assessing and refunding Course Materials and Services Fees and for providing adequate notice of the Fees to students. As appropriate, Chancellors should use ongoing advisory groups that include students to advise them when establishing Course Materials and Services Fees.

Chancellors should strive to keep increases in Course Materials and Services Fees moderate and gradual. A Course Materials and Services Fee may not exceed the actual cost per student of the materials provided for the course.

Campuses are encouraged to include Course Materials and Services Fees in the financial aid student budget for determination of financial aid awards. The Office of the President will work with campus financial aid offices to establish methods for including Course Materials and Services Fees in financial aid budgets.

### **Procedures: Fee Accountability**

Chancellors are responsible for setting Course Materials and Services Fee levels; these should be reviewed annually.

Departments should fully and accurately document the cost of supplies, consumables, and support services associated with each course for which a Fee is proposed.

Revenue from Course Materials and Services Fees may not be commingled with State General Funds.

Revenue from Course Materials and Services Fees must be accounted for separately and will be reported annually as part of the budget review process. Campuses are responsible for establishing appropriate financial controls to ensure that fee revenue is expended only for approved course materials and services, as defined in this policy.

### **Related Resources**

[Delegation of Authority 2559](#)

[12/19/07 letter re: Candidacy and Master's Thesis Submission Fees](#)

# Appendix I

UNIVERSITY OF CALIFORNIA

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April 12, 2011

## CHANCELLORS

Dear Colleagues:

Enclosed is a new Delegation of Authority 2559, Authority to Set Miscellaneous Student Fees and Deposits, Course Materials and Services Fees, Service Charges, and Summer Session and University Extension Fees.

This Delegation supersedes the November 2, 2010 Delegation of Authority (DA 2557) and is effective on July 1, 2011. The new Delegation also rescinds the letter of December 19, 2007 from President Dynes to the Chancellors regarding the Candidacy Fee and the Master's Thesis Submission Fee. The sole revision to the previous Delegation consists of the inclusion of fees charged to preserve Electronic Theses and Dissertations and makes them accessible. As a result of this revision, Chancellors will have the authority to set Candidacy Fee and Master's Thesis Submission Fee levels.

The Guidelines for Implementing Course Materials and Services Fees issued October 7, 2009 have not been revised but are included again for your information.

While not required by the Delegation, parties should be prepared upon request to report on any fees and charges implemented under this delegation.

### Background Information about Delegation Revision:

As you know, a \$90 Candidacy Fee is currently assessed to all doctoral students who have advanced to candidacy to cover the costs related to the preparation and submission of doctoral dissertations. The parallel, campus-optional \$55 Master's Thesis Submission Fee facilitates the electronic preparation and submission of master's theses. Historically, these fees have been approved by the President.

In the past the fee level was based on the cost of publication services provided by ProQuest, an external company that houses dissertations in a database. Campuses have been billed for the services, and revenue generated by the Candidacy Fee and Master's Thesis Submission Fee has helped campuses cover the costs. In addition, \$25 of the Candidacy Fee was pooled with other funds at the Office of the President and returned, in its entirety, to the campuses as UC General Funds. In 2009-10, the Candidacy Fee funds returned to the campuses as UC General Funds totaled approximately \$124,000 across the system. UC General Funds are unrestricted and provide general support for the University's core mission activities. Campuses determine the use of these funds at the local level.

As you know, ProQuest is in the process of eliminating its fees for the filing of dissertations and theses, and the California Digital Library (CDL) anticipates that it will be ready to support the preservation and access of Electronic Theses and Dissertations (ETDs) across the UC system by the end of the 2010-11 academic year. Thus, in the future campuses will be able to determine how ETDs are preserved and made accessible, in compliance with University and campus policy.

In light of the changes to the preservation of ETDs and the pending systemwide funding streams initiative, it is now appropriate to categorize the Candidacy Fee and Master's Thesis Submission Fee as "user fees" with authority delegated to you, effective July 1, 2011, to determine the fee levels. Under the systemwide funding streams initiative, planned for implementation on July 1, 2011, it is appropriate for campuses to retain all of the revenue generated by the Candidacy Fee, as well as all of the revenue generated by the Master's Thesis Submission Fee. Consequently, the \$25 portion of the Candidacy Fee will no longer be collected by the Office of the President and returned to the campuses as UC General Funds.

In accordance with the attached Delegation, you must set the Candidacy Fee and Master's Thesis Submission Fee, when applicable, at levels that reflect a "reasonable relation" between the fee in question and its purpose.

Sincerely,

Mark G. Yudof  
President

Enclosures: Delegation of Authority 2559  
Guidelines for Implementing Course Materials and Services Fees (10/7/2009)

cc: Members, President's Cabinet  
Vice Provost Greenstein  
Associate Vice President Obley  
Council of Vice Chancellors  
Council of Graduate Deans  
Vice Chancellors for Student Affairs  
Campus Planning and Budget Officers  
University Policy Office