

University of Central Oklahoma
Academic Service Fee (Course Fee)
Spending Guidelines
(Approved May 4, 2015)

General Guidelines:

1. Guidelines have been set forth by the University of Central Oklahoma for the expenditure of academic service fees/course fees to ensure compliance with the Oklahoma State Regents for Higher Education (OSRHE) policy.
2. All expenditures from academic service fees/course fees must support student learning.
3. Technology Orgs may be set up by colleges. The colleges maintain control into which areas funds will be transferred and ensure that funds are expended appropriately. For example, funds from Classroom/Laboratory Supplies Fees would be used for expendable items and funds from Facility/Equipment Fees would be used for technology or equipment.
4. Chambers Library Resources Orgs may be set up by the colleges. The colleges maintain control of the funds transferred and how the funds will be used. For example, college funds may be transferred from Facility/Equipment Utilization Fees as an allocation for resources to be held in the Chambers Library. The procedure is as follows:
 - a. The College and the Library will decide on an amount to be used for resource purchases.
 - b. The Library will initiate an Authority Order (encumbrance document) for the designated amount.
 - c. The Authority Order will be sent to the Dean for signature.
 - d. The Authority Order will be forwarded to Purchasing/Accounts Payable.
 - e. The Colleges will work with the Library to select items to be purchased.
 - f. As invoices arrive, the Library will approve payment.
 - g. The items purchased will be housed in the Chambers Library.

Classroom/Laboratory Supplies Fee – (Formerly Fund 101010)

I. OSRHE policy states:

Classroom/Laboratory Supplies Fee. *Fees assessed students as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. Such fees are required for all students receiving certain courses of instruction or certain academic services as designated by the institution and shall not exceed the actual cost of the course of instruction or the academic services provided by the institution. These services may include, but shall not be limited to, special instruction, testing, and provision of laboratory supplies and materials.*

Fees assessed students for courses that require a large amount of consumable supplies for items such as laboratory breakage and replacement, art supplies and materials for the natural sciences.

II. **Consumable Instructional Supplies.** Examples of items which may be purchased:

- A. Items for science labs such as chemicals, specimens, test tubes, cadavers, and gloves.
- B. Items for art courses such as paints, brushes, still models, weaving materials, clay, and jewelry making materials.
- C. Paper and toner used for copies and tests in classes/laboratories. If copier or printer contracts specify a number of copies allowable each month, the money to support these copies may come from this account.
- D. Miscellaneous classroom and instructional supplies such as chalk, whiteboard markers, erasers, projector light bulbs, batteries, videos, periodicals (e-periodicals), and maps for general classroom and individual student's use.
- E. Food/ingredients for nutritional food preparation labs.
- F. Items for music courses such as strings, reeds, and sheet music.
- G. Items for performance courses such as costumes and props (purchase or rental).
- H. Multimedia rental and viewing rights.

Facility/Equipment Utilization Fees – (Formerly Fund 101020)

I. OSRHE policy states:

Facility/Equipment Utilization Fees. *Fees assessed students as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. Such fees are required for all students receiving certain courses of instruction or certain academic services as designated by the institution and shall not exceed the actual cost of the course of instruction or academic services provided by the institution. These services may include, but shall not be limited to, special instruction, testing, and provision of laboratory supplies and materials.*

Fees assessed students for use of equipment such as physical equipment, musical instruments, and medical equipment and for facilities such as music practice rooms.

II. **Facility Enhancement and Equipment.** Examples of approved usage:

- A. Rental of equipment for instructional purposes to include the rental of copy machines and printers used to produce instructional materials. Copyright laws must be followed.
- B. Instructional equipment maintenance contracts and repair costs.
- C. Licenses for software, databases, or multimedia.
- D. Purchase of equipment and software for instructional purposes such as computers (including faculty computers), projectors, screens, whiteboards, microscopes, kilns, podiums, desks, tables, and chairs.
- E. Enhancement of rooms and common areas such as painting, flooring, window treatments, common area furniture, dust collection systems, air handling, firewalls, and water access.
- F. Space rental including ancillary required costs.
- G. Construction costs of space used for instructional purposes including offices in which students are served.
- H. Books or other instructional resources to be housed in the UCO library or departmental resource areas.

Special Instruction Fees – Education Enhancement **(Formerly Fund 101030)**

I. OSRHE policy states:

Special Instruction Fees. *Fees assessed students as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. Such fees are required for all students receiving certain courses of instruction or certain academic services as designated by the institution and shall not exceed the actual cost of the course of instruction or the academic services provided by the institution. These services may include, but shall not be limited to, special instruction, testing, and provision of laboratory supplies and materials.*

Fees assessed students enrolling in specific courses. Examples include private instruction, private applied music lessons, special course fees for certain physical education courses, and aviation courses. Included in this category is the remedial course fee, electronic media fees, correspondence course fees, and off-campus fees.

II. **Special Instruction Fees – Education Enhancement** approved usage:

- A. Specialized support for CFAD productions or courses such as stitchers, carpenters, designers, accompanists, master electricians, technicians, guest artists and live models.
- B. Tutors, Studio Assistants, Teaching Assistants, Research Assistants, Administrative Interns and Graduate Interns. **NOTE:** Graduate students can be offered Teaching Assistantship and Research Assistantship *stipends* subject to the eligibility and requirement guidelines set forth by the Office of Academic Affairs and will be processed through the colleges.
- C. Departments should also work with the Office of Academic Affairs regarding the *tuition waivers*. If the Office of Academic Affairs is not able to provide sufficient tuition waiver funds, the college/department may provide funds from an appropriate tuition waiver org. If the college does not have funds available through their tuition waiver allocation, an option would be to include the "tuition waiver" in the stipend, thus increasing the hourly rate. The student would have to pay their own tuition and the income would be taxable.
- D. Guest Speakers.
- E. Support student engagement in the Central Six with an emphasis on undergraduate research, scholarly and creative activities; leadership; and global/cultural competencies.

- F. Student presentation preparation and/or travel costs for state/national/international presentations or performances. These costs should be associated with student presentations, contests, debates, required course activities or professional development. These fees may be used for presentation or performances by former students within one year of graduation. The scholarly work must have been completed while a UCO student. These fees may be used to cover the costs for one faculty sponsor to accompany the students. If a situation warrants, and with approval of the dean, costs for additional faculty co-sponsors may also be covered. Per diem for students and sponsors are at the discretion of the dean/department chair/school director. The maximum allowable is based on CONUS per diem rates.
- G. Support for student travel on study tours or study abroad.
- H. Required student background checks.
- I. Student liability insurance if required for a required off-campus experience such as clinical, internship or practicum.
- J. Standardized competency exams and associated preparatory materials and software (not textbooks or other materials used as regular course material).
- K. Surveys used for instructional purposes within a course(s).
- L. Assessment costs above what is available through the Office of Assessment including course assessment costs such as adjudicators of student performance.
- M. Institutional membership and accreditation fees and associated costs.
- N. Stipends for faculty serving as coordinators of Core Curriculum, internship/student teaching/practicum supervision, adjunct faculty, laboratories, assessment, accreditation or re-accreditation or a similar role.
- O. Staff salaries (or portions thereof) which directly support student learning such as technical assistants or lab assistants. **NOTE:** Special Instruction Fee/Course fee orgs will be responsible for any cost-of-living increases, and associated increases in benefit costs, for any salary paid from the course fees, at the appropriate percentage (100% or percentage split in special instruction fee/course fee org).
- P. Administrative Assistant stipend for additional assigned duties related to student learning as approved by the dean.

- Q. Faculty salary supplements. Entire salaries for full-time and part-time faculty cannot be paid from course fees.
- R. Faculty and/or staff travel to support student success as approved by the dean.