User Fee Guidelines - Special Course Fees

I. Definition

A. Charges in addition to the regular academic fees, segregated fees, and tuition.

B. Schools and Colleges submit information during the budget process to ensure meeting on-line publishing deadlines for inclusion in the Schedule of Classes according to the annual deadlines set by OBP and the Provost’s office.

II. Policy

A. Courses required for degree -

1. Charge students only for items not included in instructional fees.
2. Use solely for support of the courses involved.
3. Administer to provide each student paying the fee a reasonable opportunity to benefit equitably from the expenditure of the fee funds.

B. The determining factor in the decision to charge selected students a special course fee shall not be the difficulty of securing adequate regular budget support.

C. Advance notice of fees

1. Students must be advised prior to registration that they will be expected to pay additional costs above institutional academic fees.
2. Required special course fees must be clearly specified in the UWM on-line schedule of classes.

D. Financial

1. Divisions that accumulate cash balances from special course fees shall adjust future course fees to eliminate the balances.
2. Deposit and expense special course fees from department accounts, except in those instances where payments are more appropriately paid directly to vendors.
3. Special course fees should not be collected in the classroom; faculty and instructors may not collect fees from students.
4. Special course fees will be reviewed regularly as part of the annual review coordinated by the Office of Budget and Planning.

E. For further discussion and guidelines, please refer to the UW System policies for Special Course fees.

III. Procedures – Follow procedures as stated in the Non-Auxiliary Budget Memo.