



## **Course Fees**

### **Purpose**

The purpose of this policy is to outline course fees for classes at Stephen F. Austin State University.

### **Persons Affected**

This policy applies to university faculty and staff.

### **Policy**

Each course, other than a laboratory class, offered by the university may charge a course fee. Course Fees are governed by the Texas Education Code. Laboratory classes charge a fee for the purpose of providing materials and supplies in the laboratory.

The course fee charged must reasonably reflect the actual cost to the university of the materials and services for which the fee is collected. These funds will be used to cover the cost of materials, supplies, and/or services that result in a direct educational benefit to the students currently enrolled, including such things as guest lecturers or travel expenses to off-campus locations.

Fees are normally considered to cover the cost of goods and services to be consumed within the course of one semester. Accounts used to handle fees for consumable goods and services are not intended to accumulate a balance. However, if a balance is accumulated in a course fee account, the balance will be spent for a similar purpose as outlined on the course fee request form to meet the academic needs of the course. Any changes or deletions will follow the standard approval process.

Fees may also be assessed to cover the value consumed by students of durable goods (or other equipment or software) in one semester, when the goods have a life span of more than one semester and are not intended or designed to be consumed in one semester. Accounts intended for this purpose may accumulate a balance. These accumulated balances may only be used to fund the purchase of the goods, equipment, or software specified on the original course fee request.

### **Procedures**

Course fees recommended by the academic unit head must be approved by the dean of the college and the Provost and Executive Vice President for Academic Affairs. All fees will be reviewed annually at the academic unit level for appropriateness and accuracy. New and changed fees will be submitted to The University of Texas System Board of Regents for approval. The president is authorized to approve the deletion of course fees. Course fee deletions will be presented to The University of Texas System Board of Regents for acceptance at the next meeting. All course fees will be published in the appropriate media and will be collected by the Office of Financial Reporting through student billings. The lab and course fee request forms, with



appropriate justification, will be retained in the Office of Academic Affairs as long as the fee exists plus three years.

**Related Statutes or Regulations, Rules, Policies, or Standards**

Tex. Educ. Code § 54.504

**Responsible Executive**

Provost and Executive Vice President for Academic Affairs

**Forms**

Lab and Course Fees

**Revision History**

September 1, 2023 (original)