Course Fees may be used for ABOR approved expenses as specified by NAU Guidelines. Units are responsible for updating course fees once a year- deadline for submissions is in December of each year for the forthcoming academic year. Units are responsible for tracking all course fee revenue and expenditures throughout the year. Course fees must be published in each semester’s schedule of classes and noted in course listings. There are no exceptions to missed deadlines for course fee requests/edits.

**General Rules**

* Course fees can only be used for items/services as outlined by ABOR Guidelines.
* Course fees must be **course**-specific.
  + Fees for a single course cannot vary by section, instructor, or classroom.
  + Fees on a topics course can vary by topic title.
  + Course fees for the same course can vary at the campus level.
* Course fees must benefit the students paying the fees.
  + No course fee accounts should carry forward a balance. The only exception is for pre-approved accruals for specialized equipment or technology replacement.
  + No course fee can offset a culmination of costs from other courses.
* Course fees cannot be used for general expenditures or the expected services connected to a classroom experience that are the responsibility of the units and/or university.
* Any course fee or total of course fees exceeding $100 on a single course requires approval from ABOR after passing the internal review.

**Prohibited**

Course Fees cannot be used for

* GA’s and TA’s who are instructors of record; reader-graders or problem set graders.
* Guest speakers- *see Specified Guest Instructor under Special Instructional Support.*
* Scantrons- *see Assessment materials under Expendable Materials.*
* Food- *see Food expenditures under Expendable Materials.*
* Select student benefit (i.e. benefiting only some students in the course) such as conference attendance or specialized training. The benefit must be available for all students enrolled in the course.
* Instructor or support personnel preparation such as conference attendance or specialized training for personnel associated with the course.
* Any items intended for general use and not specific to the student’s benefit from enrollment in a course: examples include office supplies, general printing/copiers, multi-use furniture.
* Personal expenditures, including services or items such as training, equipment (e.g. laptops, phone), or personal meals.

**When submitting a course fee request**

* Review the ABOR guidelines
* Review NAU guidelines
* Read instructions on the course fee form
* Some categories are a checkbox only, while others require detailed descriptions and input of specific information (see Course Fees Requiring Detailed Descriptions)

**Course Fees Requiring Detailed Descriptions- text box provided on the form**

* **Expendable Materials**

Materials can be purchased with course fees if they:

1. are of a specialized nature not readily available in retail stores.

2. can be purchased by the department in large quantities at significant cost savings to students.

3. must conform to certain specifications and be identical for all students.

4. are expensive and needed by each student in such small quantities that they could not normally be purchased economically in such quantities.

Acceptable categories of Expendable Materials include the following (note that specific examples related to the course must be listed on the course fee form):

* + Printing/copies- items listed must provide cost savings to students and cannot violate copyright laws
  + Lab supplies/chemicals
  + Supplies for production of student work or student performances
  + Supplies essential to course objectives’ instruction
  + Assessment materials
  + Food expenditures for field trips/fieldwork in remote areas where food is not readily available
* **Specialized Equipment (on form with Expendable Materials)**
  + Course/discipline-specific tools (e.g. assistive devices), furniture (e.g. dentist chair), and technology beyond general computer equipment (e.g. plotters, 3-D printers) used exclusively for instruction.
  + Lab/shop equipment
* **Special Instructional Support (for personnel expenses only)**

This is not the only section for personnel. Use the appropriate checkbox categories for: Supervisory Instruction (e.g. clinical, practicum supervisors), Private Instruction for music, or Temporary Hires of a short duration (e.g. models, mock patients, and field trip drivers and cooks).

Categories for Special Instructional Support include the following:

* + Lab support (e.g. lab course, computer/technology, multimedia, enhanced audio-visual development)- materials preparation, maintenance,
  + Class support (group assistants, group facilitators, recitation, supplemental instruction, mentors)
  + Specified Guest Instructor- provides a course learning outcome that cannot be provided by the assigned instructor. *Guest speakers are not guest instructors.*
  + Internship maintenance (includes travel)
  + Coordination/administrative support- check with Director of Special Projects for additional parameters
* **Computer hardware (on form in Technology Fees)**
  + Computers (machines, laptops)
  + General extensions (screens, projectors, printers)
  + Supplies (mice, memory)
* **Computer software (on form in Technology Fees)**
  + Course specific software beyond basic operating systems
  + Online access licenses
  + Online certifications

**Course Fees Requiring a Checkbox only**

**Group Travel**

Group travel costs such as gas and mileage reimbursements not including food. See Special Considerations for Field Trips.

**Off-campus educational facility: admission or rental fees**

Admission and rental fees to off-campus educational facilities. Examples could include museum or national park entry fees. See Special Considerations for Field Trips.

**Off-campus field trip: specialized equipment or facilities rental**

Off-campus specialized equipment (boat rental) and facilities use or admission fees for non-educational facilities. See Special Considerations for Field Trips.

**On-campus use/facility fee**

Rental or use fees for on campus facilities where a usage fee is normally charged. Examples could include the rental of a campus facility such as DuBois or the Union for a course event or presentation.

**Private instruction**

Private instruction such as one-on-one study with an instructor for music performance.

**IncludEd materials/online access (billed through bookstore)**

This category is for capturing course fees used to provide required text/materials/online access for a course using the IncludEd billing process in partnership with the NAU Bookstore. In addition to checking this box, provide a description of print materials in Expendable Materials and/or a description of online access in Technology Fees.

**Supervisory instruction for contextual training (includes travel): e.g. student teaching, social work practicum, clinical experience**

Supervisory instruction (including travel) for in-context training classes such as onsite student teaching, social work practicum, and nursing clinical experience.

**Temporary hire: e.g. models, accompanists, mock patients**

Selected expenses such as art class models for hire, musical accompanists, and mock patients for clinical practice classes. This category is appropriate for one-time hires to support field trips and field work, e.g. drivers, cooks.

**SPECIAL CONSIDERATIONS**

**IncludEd** The checkbox category of IncludEd is to be used in conjunction with either Expendable Materials or Technology Fees.

* Texts purchased at discount using IncludEd should be listed in Expendable Materials and the checkbox for IncludEd should be selected.
* Online access purchased through IncludEd should be listed in Technology Fees and the checkbox for IncludEd should be selected.

**Intentional Accrual**

Course fees are not allowed to carry a balance since the expenses are to benefit the student paying the fee and taking the course in the term the fee is collected.

Intentional accrual is permissible only for the purchase/repair/replacement of specialized equipment and computer technology. If intentional accrual is checked (in the course fee information area starting 2019-2020), details must beincluded in the intentional accrual textbox specifying

* the equipment to be purchased
* the total expenditure amount
* expected fiscal year of the purchase

Example: *40 Field work computers; total estimate of $120,000; scheduled for replacement in 2021.*

\*Intentional accrual information can be provided by the Chair after initial submission, but the submitter will have to enter placeholder text to submit form.

**Field trips** If you check Off-campus field trip also check or include the following that apply

* Group Travel for any transportation fees
* Off-Campus Educational Facility for any entrance fees
* Temporary Hire for any driver or cook expenses
* Record food expenditures for field trips/fieldwork in remote areas where food is not readily available in Expendable Materials section

**Technology Fees**

If a fee or portion of the fee is used for Technology Fees, then the person submitting the request or the Chair/Director or Associate Dean *must* include a dollar amount for the Technology Fees. Record the dollar amount as the first item in the Technology Fees text box in the Purpose of Fees section of the form. For example, if $10 of a $50 fee is used for replacement of computers, then the descriptor could read*: $10- replacement of computers in the computer lab used for the course*

**Increases to fee amount**

Attention Chairs/Directors/Associate Deans: If an increase is requested, then the Chair/Director **or** Associate Dean *must* include in the notes section:

* details regarding what expenses have increased
* dollar examples of the increase that match the submitted increase

Examples: *General lab supply costs have increased 10% (was $20 per student, now $22). Software licensing increased from $15 per user to $20.*