

Policy 3.1: Department Course Fee Overage Policy

This is an addendum to [USU's Course Fees Best Practices](#). This addendum is introduced out of necessity as the department does not have a budget for covering course fee expenditures that exceed course fee revenue.

Each instructor is expected to propose course fees that are appropriate and consistent with the needs of the course. Course fees are reviewed annually by the course fee committee. The course fee committee is made up of the Department Head, Business Manager, and the Administrative Assistant who is the course fees point of contact (for the purpose of Curriculog). Each spring the Business Manager will generate a report of course fee indices with balances that are +/- 10% of expected annual revenue. The Business Manager will work with the instructor to develop a plan for spending down course fees with > 10% overages. This plan may include suspending course fees for a period of time. For course fee accounts that have expenditures that are >10% of expected annual revenue, the instructor will be asked to cover one-third of the remaining overage from their overhead and/or professional development accounts. If the individual instructor doesn't have available funds to cover the overage, they may request that funds be covered by the department. The course program and department operating budget will cover the other two-thirds of the overage. The instructor is then expected to work with the course fee committee to request a revised higher course fee for subsequent years. The purpose of this request for the instructors to cover one-third of the overage is to motivate the instructor to submit course fees that are in line with the course needs.