
UNIVERSITY OPERATING PROCEDURE

****FOR PRINTED USE ONLY****

University Operating Procedures residing on UVM's Institutional Policy website are the most current versions available. If you are viewing a procedure anywhere else including in printed form or embedded on other websites, it may not be the **current**.

Title: Course and Program Fees

Overview

Course and program fees may be charged to students to recover the costs of materials and supplies that are not normally covered by the instructional budget but are fundamental to the special instructional activities associated with a specific course. Such fees represent additional costs to students that are not reflected in the Cost of Attendance and therefore cannot be supported by student financial aid. For this reason, it is important that all course and program fees be reviewed, approved, and monitored.

Standard costs of offering a course are expected to be borne by the academic department, including materials related to the mechanics of teaching the course (such as course outlines, syllabi, exams, and similar handouts) and the purchase and replacement costs of instructional equipment with an expected usable life of more than five years. The department is also expected to bear the **costs** of staffing courses, including personnel employed to aid in the delivery of the course, such as teaching assistants and guest speakers.

Costs that may not be assessed as course fees or program fees include salaries, wages, and related benefits

- x Semester Abroad Travel: airfare, ~~in~~country travel, lodging, supplies, and materials; meals are excluded as semester ~~long~~ lodging should provide kitchen facilities.
- x Short-Term Travel all departure transportation, ~~in~~country travel, lodging, meals, supplies, and materials.

Departmental funding may be used to subsidize any category of faculty expense to reduce costs for students; departmental funding may be used to fund faculty meal expenses in semester abroad programs.

Within the student fee, the appropriate ratio of faculty expense to student expense is as follows:

- x Semester Abroad Travel: The faculty expense portion of the student fee should be no greater than 10% of the total estimated student out-of-pocket expense.
- x Short-Term Travel The Faculty expense portion of the student fee should be no greater than 15% of the total student out-of-pocket expense.

While there is no uniform faculty-to-student travel/study participant ratio, the following are provided as benchmarks.

- x Semester Abroad Travel: A minimum of 2 UVM agents per trip.
- x Short-term Travel: a minimum of 2 UVM agents, with a maximum of 18 students per 2 agents, unless otherwise recommended by the International Travel Advisory Group (ITAG).

Contacts

Questions concerning the daily operational interpretation of this SOP should be directed to the following:	
Title(s)/Department(s):	Contact Information:
Office of Financial Analysis and Budgeting	Contact your FAB Analyst

Forms/Flowcharts/Diagrams

- x [Course and Program Fee Proposal Form](#)

Related Documents/Policies

- x None

Training/Education

Training will be provided on an as-needed basis as determined by the Approval Authority or the Responsible Official.

About This Procedure

Responsible Official:	Provost and Senior Vice President	Approval Authority:	Provost and Senior Vice President
Affiliated Policy Number(s):	None	Effective Date:	December 10, 2018
Revision History:	x June 1, 2015		

University of Vermont Policies and Operating Procedures are subject to amendment. For the official, approved, and current version, please visit UVM's [Institutional Policies Website](#)