| TITLE: | Course Fees |
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| CODE: | 5008 |
| DATE ADOPTED: | October 16, 1991 |
| DATE REVIEWED: | Sept 1994; Oct 2010; Dec 2023 |
| DATE AMENDED: | Nov 2010; Jan 2024 |

Undergraduate courses include a mandatory course fee that varies by course.  This fee is not optional and is charged to all students enrolled in a given section of a course for a given semester.  The course fee is charged to cover the cost of supplies or equipment usage in a classroom.

The Board of Trustees approves course fees established to address special instructional needs for college courses and programs. Course fee revenue is allocated to the program generating such fees to support the approved instructional costs in the classroom.

Course fees for each class are identified with the other class information in the course schedule.  Students accepted financial responsibility for these fees as they register.  Course fees are identified on the student billing statement and customer account as Course Fees with an indicator of which class the fee corresponds.  Students may not opt out of their course fee.

Examples of costs covered by course fees include, but are not limited to:
- Printing costs for handouts and documents distributed by the instructor.
- Consumables in lab classes.
- Operational costs for providing hands on training materials in the areas of career and technical education.
- Robotic or advanced technology used for training in the areas of career and technical education.
- Subscriptions, licensing or services fees associated with educational resources used in the classroom.

Examples of costs not covered by course fees:
- Students personal supplies for completing their course work.
- Textbooks or student materials intended for individual use.
- Other items students are asked to provide themselves to successfully complete the course.