



Ouachita Baptist University Course Fee Policy & Procedures

Policy

Tuition is expected to cover the costs of instruction, however, course fees are allowed in limited circumstances in which there are significant costs of materials consumed during the course or other direct expenses for items that become the property of students at the end of the course. Course fee revenue is not intended to supplement department or program budgets and should not exceed the direct cost of providing materials to students.

Approved course fees will be published in the university's General Catalog and disclosed to students in the class schedule. No course fees may be charged unless an approved Course Fee Request Form has been received.

Allowable uses of course fees include the following examples:

- Supplies used by students during the course which must be replaced on a regular basis, such as lab supplies, latex gloves, crafting supplies
- Required field trips
- Equipment or software that is retained by students at the end of the course.
- Copying costs for course packs and other course materials. However, when feasible, such materials should be made available to students through the Ouachita Bookstore.

Course fees will not be allowed for the following types of expenses:

- Salaries and benefits, including adjunct faculty or teaching assistants
- Equipment or software that is owned by and remains with the department or program

Course fee revenue will be deposited into a revolving fund controlled by the academic department responsible for the course and shall be used only for expenses for which the fees were approved. The course fee should be set at an amount sufficient to cover such expenses and only those expenses. Over-recovery of costs to establish reserves or excess funds will not be permitted.

Procedures

New or revised course fees are requested using the Course Fee Request Form.

Course fee requests must be submitted by November for the subsequent academic year. Course fees will not be imposed unless they are approved prior to publishing the fall class schedule and the upcoming General Catalog. Requests shall be submitted to the department chair, academic dean and vice president for academic affairs for review and approval.