



UMBC POLICY ON STUDENT CONSULTATION ON NON-MANDATORY FEES
UMBC Policy # VIII-2.50.01

I. POLICY STATEMENT

This policy on non-mandatory fees is intended to define the conditions under which a fee is considered non-mandatory and the process by which non-mandatory fees are approved and established.

II. PURPOSE FOR POLICY

The Board of Regents approved policy VIII-2.50-Policy on Student Tuition, Fees, and Charges for the University System of Maryland (USM), which governs the process by which student tuition, fees and charges are established and provides specific requirements for the request, approval and establishment of non-mandatory fees. The purpose is to ensure all non-mandatory fees are reviewed and approved by senior leadership, following a process to receive sufficient student feedback.

III. APPLICABILITY AND IMPACT STATEMENT

This policy addresses UMBC faculty and staff involved in the process of establishing fees and students impacted by fee charges. This policy does not apply to tuition or fees for room, board and student parking charges.

IV. CONTACTS

Direct any general questions about this University Policy first to your department's administrative office. If you have specific questions, call the following office:

Subject	Contact	Telephone	Email
Policy Clarification	Budget Director	410-455-1819	jfincke@umbc.edu

V. UNIVERSITY POLICY

A. Process:

1. Requests for non-mandatory fees must include information regarding the purpose of the fee and shall demonstrate the need in relation to the additional expenses the proposed fee is intended to recover. The non-mandatory fee request must explicitly state the student population impacted by the fee and the plan to seek student comment or feedback.

Example Outreach Methods: Student survey, student focus groups, consultation from various student organizations i.e. Council of Majors, and student government organizations. The type of consultation should be selected based upon the number and population of students impacted by the non-mandatory fee. Contact the Director of Budget and Resource Analysis for guidance on the appropriate tool to gain sufficient input.

2. The non-mandatory fee request is submitted to the Budget Director for approval of the method of consultation.

3. The non-mandatory fee request is submitted to the Academic Leadership Group for review and acceptance to continue to the process.

4. The requestor will perform the student consultation process defined within the accepted request and document the process, feedback received, and amount of participation.

5. The original request and documentation of the student consultation process is submitted to Academic Leadership Group for final approval.

6. The approved non-mandatory fee request is submitted to Student Business Services for implementation at least one term before adoption. Student Business Services will retain a copy of the approved non-mandatory fee request for annual USM review.

B. Course Fees are a type of non-mandatory fee subject to all of the above requirements.

1. Course Fees May Include:

- Materials used in creating a tangible product that is retained by a student upon completion of a credit-bearing course.
- Transportation and admission costs incurred on field trips that are a required activity in a course.
- Costs incurred by departments when instruction requires use of facilities that the department does not control.

2. Course Fees May Not Include:

- Equipment required in carrying out course activities that remain the property of the University.
- Computer and other laboratory equipment usage, primary software, maintenance and related supplies, used by all students and remaining with the college or department at semester's end.
- Costs associated with instructional services rendered by faculty, staff, and teaching assistants.

Course fees should not be assessed to cover the cost of materials related to the mechanics of teaching a course, nor should an inadequate budget allocation be a determining factor in the decision to implement a course fee.

3. Course fees require these additional steps prior to approval:

- For a new course fee or for changes to an existing course fee, an academic department must submit a course fee request form to the dean of the school for approval. The request form will include a written justification of the proposed fee along with specific materials, products or services supported by the fee revenue.
- The dean's review is required and shall consider both the fiscal and pedagogical aspects of the fee proposal. If approved by the dean, the course fee request form will then be forwarded to the Academic Leadership Group for final consideration.

- Approved course fees will be routed to the Budget Director who will be responsible for maintaining a record of all approved course fees.
- The Budget Director submits the list of approved course fees to the office of Student Business Services, for inclusion in the student billing process one term prior to adoption.

VI. DEFINITIONS

Non-Mandatory Fee	Within the undergraduate and/or graduate student population, subsets of students may be enrolled in or engaged with specific programs/course study/activities etc. that create or carry additional expense. When this occurs, a department may seek funding to help offset these expenditures via a programmatic fee. While understanding that the subset of affected students is required to pay this fee, the fee is not mandatory to the entire undergraduate and/or graduate student population. This type of fee has been categorized as a non-mandatory fee, to distinguish it from mandatory fees. Study abroad or similar fees designed to cover the cost of instruction are not considered non-mandatory fees.
Course Fee	A Course Fee is a type of non-mandatory fee. It is triggered by enrollment in a particular course and levied to cover the additional costs above and beyond the general expenditures necessary for classroom and laboratory instruction. The fee is used solely to support unique costs required for materials or other tangible products or services that are essential for participation in that course. The charge may not exceed the cost of providing students with these products or services.
Responsible Administrator	The Vice President for Administration and Finance is charged with the responsibility for creating, implementing, updating and enforcing the UMBC Policy on Student Consultation on Non-Mandatory Fees in accordance with USM policy VIII-2.50.
Responsible Department or Office	The Budget Office is the Responsible Department charged with developing and administering the policies and procedures related to the UMBC Policy on Student Consultation on Non-Mandatory Fees and assures the accuracy of its subject matter, its issuance, and timely updating.

VII. APPROVAL AND PROCEDURES

The full procedure document related to the UMBC Policy on Student Consultation on Non-Mandatory Fees is available on the UMBC [webpage](#).

VIII. DOCUMENTATION:

- 1 - Non-mandatory fee request
- 2 - University Budget Office Approval
- 3 - Student consultation process, student feedback, and participation percentages
- 4 – Academic Leadership Group Approval

IX. RESTRICTIONS AND EXCLUSIONS:

None.

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:

USM Board of Regents policy VIII-2.50 – Policy on Student Tuition, Fees, and Charges found on the USM website:

<https://www.usmd.edu/content/regents/bylaws/SectionVIII/VIII-2.50.pdf>.

Administrator Use Only

Policy Number: VIII-2.50.01

Policy Section: Fiscal

Responsible Administrator: Asst VP Financial Services/Budget Director

Responsible Office: Financial Services

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